

OCEDON

Employee Handbook

All Team Members

IMPORTANT _ Please Read

Handbook Disclaimer and Policy Reservation

This Employee Handbook is intended to provide employees with general information regarding Company policies, procedures, practices, benefits, and expectations. It is not intended to be a comprehensive statement of all Company policies or practices.

Employees will be asked to sign an acknowledgment confirming that they have received, read, and understand this Handbook. If you have questions regarding any policy or practice, you should contact your Area Manager or Human Resources for clarification.

The materials contained in this Handbook are provided for informational purposes only. Except for the policy of employment at-will set forth below, nothing in this Handbook is intended to create, nor should it be construed as creating, an express or implied contract of employment, a guarantee of continued employment, or any contractual rights of any kind. The Company reserves the right to interpret, modify, suspend, revoke, terminate, or change any policy, procedure, practice, or benefit described in this Handbook at any time, with or without notice, and at its sole discretion, consistent with applicable federal, state, and local law.

In the event of any inconsistency between this Handbook and any oral statements, representations, or past practices, the written provisions of this Handbook shall control.

Statement of At-Will Employment

Employment with Ocedon is and shall remain at-will under Colorado law. This means that either the employee or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice, subject only to applicable federal, state, or local law.

Nothing in this Handbook, any other Company document, any oral statement, or any past practice shall limit the right to terminate employment at-will or create an employment contract for any specified period of time.

No manager, supervisor, or employee of the Company has the authority to enter into any agreement that alters the at-will nature of employment or creates an employment contract unless such agreement is:

1. In writing,
2. Signed by the employee, and
3. Signed by the Company's authorized executive officer.

Any representations or promises not meeting these requirements are not valid or enforceable. The Company also reserves the right to modify an employee's position, duties, title, compensation, work location, schedule, or other terms and conditions of employment at any time, with or without cause and with or without notice, consistent with applicable law.

RECEIPT OF EMPLOYEE HANDBOOK

You have been provided with the following document to be signed upon completion of your review of the employee manual. This handbook is available for review, anytime, on your employee portal.

I have today received the Employee Handbook (the “Handbook”) of Ocedon (the “Company”). I understand that it is my responsibility to read the Handbook. While the Handbook is designed to provide me with a better understanding of the benefits; policies and procedures of the Company, I understand that these benefits, policies and procedures may be changed, amended and deleted at any time, with or without notice, with or without cause. I understand that this is not a complete and full capture of all policies and procedures.

I understand, except for the at-will employment policy, that the benefits and policies described in this Handbook do not constitute a continued employment contract between the Company and me. In addition, there is no promise or guarantee in continuation of employer-provided welfare or benefit plans in any form during or after employment and I acknowledge that the Company retains the right to change, amend or delete welfare benefits at any time with or without notice, with or without reason.

I acknowledge that my employment with the Company has been entered into voluntarily and that I am free to resign at any time, with or without cause. Similarly, the Company may terminate my employment at any time, with or without cause. I also understand that no, director, manager or other employee of the Company is authorized to make any representation to the contrary.

Employee Signature

Print Name

Date

BEHAVIOR POLICY

Employee will maintain positive work atmosphere by acting and communicating in a manner so that, you get along with customers, guests, vendors, coworkers, and management.

Team Member Position Description

Position Overview

The Team Member is responsible for delivering exceptional guest service while maintaining Company operational, safety, and quality standards. This position works closely with Restaurant Managers and fellow Team Members to ensure efficient restaurant operations.

Team Members are responsible for performing a variety of duties across multiple workstations during a shift, as assigned, based on operational needs and customer volume. The ability to rotate among stations and maintain established service, safety, and accuracy standards is an essential function of this position.

This role involves direct interaction with guests of all ages and requires professionalism, efficiency, teamwork, and adherence to Company policies and procedures.

Essential Functions and Responsibilities

Essential functions include, but are not limited to, the following:

Guest Service & Order Processing

- Greets guests promptly, courteously, and professionally.
- Accurately takes and enters customer orders.
- Processes payments in accordance with cash control procedures.
- Verifies order accuracy before presenting to guests.
- Responds appropriately and professionally to guest questions, concerns, and requests.

Food Preparation & Service

- Prepares and packages food and beverage items according to Company standards, including burgers, fries, chicken products, salads, desserts, and beverages.
- Maintains product quality, food safety, and portion control standards.
- Operates kitchen and service equipment safely and properly.

Multi-Station Rotation

- Performs duties at multiple workstations during a shift as assigned, including but not limited to front counter, drive-thru, food preparation, expediting, cleaning, and stocking etc. Must be able to transition between tasks and roles based on business needs and operational demands.
- Maintains required service speed and order accuracy standards at each assigned station.
- Demonstrates flexibility to rotate stations based on staffing needs, business demand, and management direction.
- Cross-training and the ability to perform multiple operational roles are essential functions of this position.

Cleanliness & Sanitation

- Maintains cleanliness of dining areas, restrooms, kitchen areas, and exterior premises in accordance with Company and BKC sanitation standards.
- Complies with all health, food safety, and sanitation regulations.
- Unloads delivery trucks and stocks inventory as needed.

Teamwork & Compliance

- Follows all Company policies, procedures, and safety guidelines.
- Complies with all cash handling and security procedures.
- Accepts direction from managers and works cooperatively with team members.
- Adheres to scheduled shifts and break requirements.

Attendance & Reliability

- Maintains prompt and regular attendance.
- Works assigned shifts, including evenings, weekends, and holidays as required by business needs.
- Follows scheduling, break, and timekeeping procedures.

Reliable attendance is an essential function of this position.

Qualifications:

- Must be at least sixteen (16) years of age
- Ability and willingness to perform all essential job functions and restaurant duties in accordance with Company standards.
- Ability to work in a team environment and interact professionally with guests and coworkers.
- Availability to work evenings, weekends, and holidays as business needs require.
- Successful completion of required training programs.

Physical Elements:

The physical demands described here are representative of those required to successfully perform the essential functions of this position:

- Ability to stand and walk for extended periods.
- Ability to bend, kneel, reach, and lift items weighing approximately 25–50 pounds.
- Ability to safely operate restaurant equipment (e.g., fryer, grill, warmer, slicer, POS system).
- Ability to perform repetitive hand and wrist motions.
- Ability to communicate effectively in a fast-paced environment.

Safety & Chemical Use (Essential Function)

- Uses cleaning agents, sanitizers, degreasers, and other food-service chemicals in accordance with Company safety standards and manufacturer guidelines.
- Follows proper handwashing, hand sanitizer, and hygiene procedures as required by food safety regulations.
- Wears required personal protective equipment (PPE), including gloves and other protective gear, as assigned.

- Complies with all health department, OSHA, and Company safety requirements.
- Must be able to tolerate exposure to common restaurant cleaning and sanitation products used in food service operations.

Working Conditions

- Ability to work in a fast-paced environment that may involve exposure to noise, heat, cold or other elements
- Exposure to cleaning chemicals, sanitizers, and food preparation substances.
- Exposure to grease, steam, and cleaning fumes typical in restaurant operations.

Performance Standards

Employees must be able to:

- Maintain established service speed and order accuracy standards.
- Follow written and verbal instructions.
- Complete assigned tasks within established timeframes.
- Adapt to changing priorities and operational demands.
- Maintain professionalism and composure during high-volume periods.

Reasonable Accommodation Statement

The Company will provide reasonable accommodations in accordance with applicable federal, state, and local law. Employees must be able to perform the essential functions of the position, with or without reasonable accommodation.

Code of Conduct

Honesty is an important company attribute and essential to be successful in your career with us. We expect all employees in our Ocedon family to conduct themselves in an honorable fashion.

Therefore, any misrepresentation of facts or falsification of records and reports, including but not limited to; personnel records, time punches, applications, speed of service times, deposits, operation metric reporting, or the like will not be tolerated. The same honesty standard applies to any company investigations or complaints filed.

People and Ethics Hotline

Our **People and Ethics Hotline** is a method for reporting conduct that may be unethical, in violation of state and federal laws, or otherwise inconsistent with Ocedon's code of ethics.

We always encourage you to first consider whether or not you can directly raise your concern and get to a satisfied resolution with your restaurant management team. If you do

not feel comfortable doing so contact the **People and Ethics Hotline** for any concerns you may have such as:

- ✓ If you are unable to get resolution to issues through your immediate supervisor or Restaurant Manager
- ✓ Safety policies and procedures are being broken
- ✓ You witness or have knowledge of theft
- ✓ Ethics policies are violated
- ✓ Computer security is being breached
- ✓ You witness or hear about harassment policies being broken
- ✓ You are aware of non-compliance with federal or state employment laws or suspect this may be going on
- ✓ You may require a reasonable accommodation or have questions

Please email your concerns, questions, or complaints to: hr@ocedon.com or leave a message or text at: (303) 407-7823.

We treat all concerns confidentially and with respect to all parties involved.

Employee Confidentiality Policy

In order to protect the privacy and safety of our employees, any requests for employee information should be directed in writing, to hr@ocedon.com. It is prohibited for any employee to share any Personal Identification information. Examples include but are not limited to social security numbers, employee lists, medical information, financial information, and the like. Employee schedules are also protected and should not be shared with anyone but the employee.

Requests for Information

Any requests for employee information should be directed to Human Resources to hr@ocedon.com. This includes but is not limited to; verifications of employment, reference requests, lists of employee names and personal information, home addresses, immigration status etc.

This policy is intended to alert employees to the need for discretion in handling of certain business matters and is not intended to inhibit normal business communications or infringe on employee rights, including but not limited to rights to engage in discussions regarding the terms and conditions of their employment.

Equal Employment Opportunity Policy

Ocedon provides equal employment opportunities to all employees and applicants without regard to race, marital status, color, religion, sex, sexual orientation, ancestry, national origin, age, disability, genetic characteristics, military status, or status as veteran, medical, mental or physical conditions or any other status protected by state or local law. In addition, the Company complies with applicable state and local laws governing nondiscrimination in all aspects of its employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

You further agree that any action or suit against Ocedon or any of its employees relating to or arising out of your employment or the termination of employment, including, but not limited to, claims arising under state and federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or forever be barred. This applies to the initial charge files with the Equal Employment Commission's "Right to Sue" letter. You waive and longer, but not shorter, limitations periods to the contrary. This contractual limitation period shall be enforced to the extent permitted by law and may be narrowed by a court as necessary to make it enforceable.

The reporting of false discrimination complaints in retaliation for a negative performance appraisal is unethical and considered harassment. This may result in disciplinary action up to and including termination of your employment.

Please contact Human Resources for further details.

Anti-Harassment Policy

It is the policy of the Company to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships and is free from all forms of harassment. Harassment in any manner or form on the basis of race, color, religious creed, national origin, age, sex, sexual orientation, ancestry, mental or physical disability, medical, mental or physical conditions including genetic characteristics, veteran status, marital status, or other characteristic protected by law is expressly prohibited and will not be tolerated by the Company. Accordingly, Company management is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within

the Company. This policy applies to all employees, supervisors, management, consultants, independent contractors, applicants, vendors, clients and customers of the Company.

1. The term “harassment” includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual’s race, color, religion, sex, pregnancy, sexual orientation, age, national origin, disability, veteran status, or other characteristic protected by law.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on an employee’s submission to or rejection of such conduct; or,
 - c. Such conduct interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.
3. The term “harassment” may also include conduct of employees, supervisors, managers, vendors and/or customers who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of the Company.

Complaint and Investigation Procedure

The Company’s goal is to ensure that its employees are not subject to discrimination or harassment in violation of this policy. To aid in this goal, the Company has established an internal complaint procedure for reporting and investigating complaints of any violations of this policy. Complaints will be promptly and appropriately investigated and if the Company determines that there are reasons to believe that a violation of this policy has occurred, the violator(s) will be subject to appropriate corrective action, up to and including termination of employment.

If an employee believes that he or any other Company employee has been subject to conduct that violates this policy regardless of whether such conduct is by a Company employee, guest, independent contractor or vendor the employee must promptly notify Human Resources by emailing hr@ocedon.com or calling your Area Manager directly. The contact information is posted in your restaurant.

While you may also notify another member of the management team they will direct you to a Human Resources representative. The Company will promptly and discreetly investigate and

attempt to resolve the complaint. Complaints will be kept confidential to the extent possible. Individuals should be aware that in order for the Company to meet its obligations, the Company will fully investigate the complaint which will not allow for complete confidentiality.

If an employee is subject to unwelcome conduct in violation of this policy, the employee is encouraged to let the other person know that his or her behavior is unwelcome and if the employee is comfortable doing so, trying to resolve the problem directly with the other person or persons. In addition, the employee must provide notice of the violation to Human Resources or another member of the management team who the employee is comfortable with discussing such matters.

Managers who learn of possible violations of this policy (regardless of whether the conduct is by a Company employee or a non-employee) must immediately notify Human Resources. This obligation exists even if the individual employee has requested that the incident not be reported or investigated. Failure to provide this notice can subject the supervisor or manager to corrective action, up to and including termination of employment. Any questions regarding this policy or the Company's internal complaint procedure should be directed to Human Resources.

Employees who report harassment or discrimination, register a complaint pursuant to this policy, or participate in an investigation of harassment or discrimination are protected from any form of retaliation. Anyone experiencing or witnessing any retaliatory or potentially retaliatory conduct should report the conduct immediately, using the procedures outlined in this policy.

American with Disabilities Amendment Act

It is the policy and practice of the Company not to discriminate against any qualified individual with a disability with regard to job application procedures, hiring, advance, compensation, training, discharge or with respect to any other terms and conditions of employment, and to provide reasonable accommodation to such qualified individuals as required by law. The ADA generally requires individuals with disabilities to inform their employers that they need accommodations.

Enforcement of State and Federal Law

The enforcement of any rights under state and federal law relating to employment is limited to the provision contained in such laws, including, but not limited to any statutes of limitations.

Seeking a Special Accommodation

Should an employee need a temporary or permanent accommodation the employee should contact Human Resources directly with the accommodation request. The request must be reasonable, does not place an undue hardship on the business and does not affect employee or guest safety. Only Human Resources can provide an accommodation request.

Reasonable accommodations will be considered in accordance with applicable law; however, employees must be able to perform the essential functions of the position with or without accommodation. Please email hr@ocedon.com with your request or for questions.

No Solicitation/Non-Distribution Policy

To avoid disruption of business operations or disturbance of employees, customers, visitors, and others, Ocedon has implemented a Non-solicitation/Non-distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation/Non-distribution Policy.

You are prohibited from soliciting customers, visitors, or other employees during your assigned working time. For this purpose, "working time" means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, breaks, or other authorized nonworking time, so long as you do so when the other team members are also on nonworking time. Solicitations may not be conducted in working areas. Working areas do not include break/rest areas, or parking lots; all other portions of the company's premises are considered working areas.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted.

Non-employees are not permitted to solicit or distribute materials on company premises at any time. This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment. Violations of this policy should be reported to your ABM or Human Resources.

ALL FUNDRAISING, CHARITABLE SOLICITATIONS, POSTINGS, AND DISTRIBUTION OF MATERIALS FOR THIS BURGER KING AND ALL RELATED WORK AREAS PROHIBITED BY NON-EMPLOYEES.

SECTION 1 – EMPLOYMENT PROCEDURES

Proof of Work Eligibility

All employees, including transfers, rehires, etc. are required to provide proof of work eligibility and identification by completing the employee portion of the I-9 form. All offers of employment will be conditioned on providing proof of work eligibility and identification. Human Resources will maintain all eligibility records.

Personnel Records

To ensure that your personnel file is up-to-date at all times, it is the responsibility of each employee to notify Human Resources of any changes in personal data, including your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth. Changes in family status (marital status, domestic partner status and/or number of dependents) may affect eligibility for benefits. Any change in family status must be reported Human Resources within thirty (30) days of the change in status or benefit rights may be forfeited.

Employee References

All employment verification, reference requests or verifications for credit or mortgage purposes on current or former employees are to be referred to Human Resources. Employees should not respond to these inquiries themselves.

Performance Review

The Company believes that ongoing discussions regarding performance and expectations between employees and their managers are important to supporting professional growth and promoting the highest level of excellence. Managers establish employee performance objectives, standards and accountability, and are encouraged to obtain input from employees in doing so.

In addition to performance feedback on an informal basis, each employee generally meets annually with his or her manager for a performance review, conducted in writing. The primary reason for a performance review is to identify employee's strengths and developmental needs to maximize performance. They also afford employees the opportunity to express any concerns they may have about their job or professional development.

Performance reviews will be reviewed and approved by the employee's immediate manager and human resources. There is no guarantee of any salary increase after the performance review has been given. All increases are at management's discretion.

Work Week / Work Day

The Company's work week is from Tuesday **12:00 a.m.** and ending one hundred sixty-eight (168) hours later on Monday **11:59 p.m.**

No hourly employee may be scheduled to work more than 10 hours in a day without written approval from ABM and only for a specific time period.

Pay Periods

All employees are paid bi-weekly on the Thursday, 10 days after the pay period. If a payday falls on a holiday or weekend, the employee will be paid the day proceeding the holiday or weekend day.

Overtime

It should be recognized that overtime and additional work other than that which is regularly scheduled may be required.

Overtime will be paid to eligible, non-exempt employees in accordance with applicable state law. For purposes of determining which hours constitute overtime, only actual hours worked in the given workday or work week will be counted. For example, holiday, jury duty, and bereavement pay are not considered hours worked in the calculation of overtime.

No employee should work overtime without proper authorization from his/her manager.

All overtime should be clearly noted on the employee's timesheet.

Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees.

Onboarding

Once selected to become part of the Burger King Family we send each new employee a link to their employee portal. Here they will complete the new hire paperwork. Every employee will be able to review the handbook at anytime at the same link. New handbook versions are available for review as well.

All employees will undergo onboarding at the restaurant as well as online training through BK University. Employees are encouraged to read the handbook and ask questions as part of their orientation.

When an employee shows up on their first day they will be shown how to clock in and out of their shifts and log required breaks. They will also be given a uniform, an introduction to the other team members, a safety briefing, and a tour of our restaurant.

Human Resources is always available by appointment to provide information regarding benefits, policies and procedures, etc.

Training

On your first day you will also be given a user name for BK University which is one of the ways we get you ready to be on the floor. These video trainings are self-driven and available for you to review anytime. It's essential that you stay on top of new products and processes and you will use these videos to aid you. Most videos take about 5 minutes so make sure you take advantage of the training. Ask your manager for details and remember, staying current on these videos is required.

Time and Attendance

Regular and timely attendance is essential to the Company's efficient operation and is a necessary condition of employment. Employees are expected to report to work as scheduled and on time. When employees are absent, the business and customer service suffer.

We make all scheduling decisions based off of business needs and your performance and reliability during work hours.

Time Recording

You were shown by your manager how to Clock in and out using your fingerprint on the POS system the first day you worked. This is the way for us to tell how many hours you worked, and more important to you, how many hours to pay you for.

As its name suggests, when you are working, you need to be clocked in. When you aren't working, you need to be clocked out. **This is an essential job responsibility of yours.**

We know our team is committed to great team work, but it is important that you fully understand that it is never ok to work if you aren't clocked in, ever. You will be issued a receipt for all time worked when you log off for the day. It is your responsibility to always check for accuracy and immediately report any discrepancies, if any.

Pay Cards

All employees will be issued a pay card for paychecks unless they provide direct deposit information. An employee will receive their check paystub on their employee portal. Should an employee require a replacement card or has any issues concerning their pay card account they will contact the pay card company directly for assistance.

Direct Deposit

All employees will be encouraged to use direct deposit for paychecks to any financial institution of their choice. In order to enroll for direct deposit, you must complete the proper form available from your manager. An employee will receive their check paystub on their employee portal.

It is the employee's responsibility to notify Payroll if they change the bank account number or prefer to use a pay card instead. It may take up to **72** hours before changes can be made.

Reviewing Paystubs

We have an employee portal set up for you! When you were hired you were sent a link to register for your employee portal at the end of your first pay period. Should you need assistance please reach out to your manager.

Name Changes

Should a name change be required it is the employee's responsibility to notify Human Resources.

Before any change can be made, proof of a legal name change, such as a Driver's license, Passport or Social Security card must be presented to the Restaurant Manager. A new form I-9, W4 and other employment paperwork may need to be completed as well. Contact HR for Details.

Safe Harbor

The Company recognizes that it has the obligation to comply with all federal, state and local laws and regulations regarding the payment of wages or other compensation. To that end, we have familiarized ourselves with the applicable rules and have made all good faith effort to pay every employee accurately and fully.

As part of this commitment, the Company pays its exempt employees on a salary basis and prohibits unlawful deductions from exempt employees' salary payments.

Certain deductions are legally permitted, including, but not limited to: deductions for illness (taken pursuant to the Company's HFWA policy), or unpaid leave taken under a federal or state family medical leave statutes (if applicable), and/or deductions to offset an employee's receipt of jury fees, witness fees, FMLA, or temporary military leave pay.

Any employee who believes that he/she has been incorrectly paid or has had improper amounts deducted from his or her pay should immediately speak with Payroll Services. In the event of the Payroll Services unavailability, an employee's report can be made to Human Resources. All reports of improper pay will be fully investigated, and employees will be reimbursed for any improper deductions taken or errors made in the calculation of their paychecks.

It is a violation of Company policy for any employee to falsify a time sheet, or to alter another employee's time sheet. It is also a serious violation for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked, or to alter another employee's time sheet to under- or over-report hours worked. If anyone instructs you to (1) incorrectly or falsely under or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to your Area Manager or Human Resources. Only

Time for required breaks not taken by an employee will be added to an employees shift to ensure they are properly paid. Failure to consistently follow this policy will result in termination of an employee's employment.

No Retaliation Clause

No employee will be retaliated against for making a good faith inquiry as to their paycheck or hours.

Absences

If it is impossible to report for work as scheduled, employees must call their Manager in Charge, 3 hours before their starting time. If your Manager in charge is unavailable, call your Area Business Manager. Calling in is the responsibility of every employee who is absent.

If the absence is to continue beyond the first day, the employee must notify their Restaurant Manager on a daily basis unless otherwise arranged.

It is always the employee's direct responsibility to go through proper notifications if they are going to be absent from work.

Three (3) absences without notifying the Restaurant Manager or Area Manager is considered a voluntary termination.

If your absence requires you to seek medical attention you may need to contact Human Resources before you may return to work. You may be asked to provide Human Resources a Doctor's release stating you are fit to return to work and state any restrictions that should be noted. Approval from Human Resources is required before your Restaurant Manager can put you back on schedule.

Hours are not guaranteed as we make all scheduling decisions based off of business needs. Frequent absenteeism on your part will require us to schedule reliable employees in your place.

Tardiness

If you are going to be late to your shift of less than 10 minutes, you are required to call your RM before your shift begins. It is your responsibility to give as much notice as possible, with a **minimum of 15-minutes notice in advance** of your scheduled shift, so other arrangements can be made. Calling or texting after your shift has started is not acceptable and may be documented to your personnel record.

Anyone who will be later than **15-minutes** to their scheduled shift, must notify their manager at least 2 hours ahead of their scheduled shift. An employee who is over 30-minutes late may possibly be replaced for that shift. Frequent tardiness on your part may require us to schedule reliable employees in your place and reduce your hours.

Excessive tardiness will result in further disciplinary action up to and including termination of your employment.

Breaks

The Company follows all State and Federal laws in regards to breaks. These laws are posted in your restaurants and also available online at CDLE.colorado.gov website.

It is an **essential job responsibility of all employees** to log all breaks taken using the biometric system on our POS. No breaks are allowed between peak business times such as lunch or dinner rush without a manager's approval. No required breaks will be unreasonably withheld.

All meal and rest breaks must be duty free and uninterrupted for any work-related matters.

Remember, all required 10-minute breaks are paid and will not be deducted.

Hours Are Not Guaranteed

The Company may reduce, increase, or reassign hours at its discretion consistent with applicable law. Changes in hours or early release from a shift do not alter the at-will nature of employment.

I understand that my work schedule is based on anticipated business needs and operational requirements. Due to the nature of the restaurant industry, customer volume may fluctuate, and the Company may adjust schedules accordingly.

I acknowledge that scheduled shifts do not guarantee a minimum number of hours, and I am paid only for hours actually worked. I understand that the Company may modify, increase, reduce, or reassign my scheduled hours; adjust start or end times; or release employees early from a shift when business conditions do not require continued staffing, consistent with applicable law.

I further understand that changes to my schedule or early release from a shift are not disciplinary unless expressly communicated as such and do not alter the at-will nature of my employment.

Employee Availability Changes

Should you require to permanently modify your available work hours you will submit this to your Restaurant Manager in writing stating the changes you wish to make. While this is no guaranty that we can accommodate you, we will do our best. This should be done two weeks before permanent schedule changes will be made. All schedules are made based on business needs.

Taking Time Off

We understand things come up from time to time and you may need to take personal time off of work. All requests for non-medical time off must be made in writing on the Time Off Request Form which is in your manager's office. This should be done before the next schedule is posted. If this is not feasible you must still put your request in writing and sign, in order for us to process this time off request. Text messages do not comply with this.

Non-medical time off requests will be approved based off of business conditions.

Termination of Employment

Since all employment is at-will, the Company reserves the right to terminate an employee's employment at any time, with or without cause or notice.

Employees also have the right to terminate their employment at any time with or without cause or notice. The Company would appreciate a minimum of 2 weeks advance notice of an employee's intention to resign so that appropriate arrangements can be made. A letter of resignation indicating the employee's last day of employment should be submitted to the employee's Restaurant Manager.

If the termination is involuntary, any money owed will be paid within the applicable time frame as established by the state of Colorado.

Any employee who leaves their employment for more than 3 scheduled days or one week, whichever is less, without notice before the absence started, is considered voluntarily terminated.

Employee is welcome to reapply after 6 months from last date worked.

Exit Interviews

Should an employee leave the Company, Human Resources may conduct an exit interview to discuss reasons for leaving the Company. During the exit interview, the employee may provide insight into areas for improving the Company as well as providing feedback concerning the position you are leaving.

In addition, Human Resources will explain all benefit plan continuation procedures in the event the employee may wish to remain covered by the Company's medical plan.

Return of Company Property

Any Company property issued to an employee, such as Burger King uniform, computer equipment, files, cell phone, access cards, restaurant equipment, employee handbook, etc. must be returned at the time of your termination. An employee will be responsible for any lost or damaged items that belong to the Company. This equipment must be returned to the office immediately.

An employee, who does not return Company equipment that has a monetary value, may have the cost of the equipment subtracted from their final paycheck.

Employee Rehire Policy

Any employee who voluntarily or involuntarily terminated their employment is eligible to reapply 180 days after their last day worked. All new hire processes, policies and background checks will apply.

Electronic Form W-2 Disclosure Statement

You have elected to be sent your W-2 electronically by Ocedon, dba Burger King.

IRS Regulations requires an employer to receive affirmative consent from its employees in order to deliver Forms W2 electronically. This correspondence will provide you with disclosures required under IRS Regulations. If after reading the disclosures below you choose to have your W2 delivered electronically, please sign this consent form.

Beyond simplifying your personal tax filings, this method will ensure the following benefits:

- faster and more secure delivery than U.S. mail, protecting your sensitive information from loss, theft or delay
- support of the Ocedon Sustainability plan, reducing the costs of printing and mailing individual forms
- quick and easy access to your online W-2 through **NetClient CS**, a tool you're already using to manage your payroll

IMPORTANT DISCLOSURE INFORMATION

- 1) If you do not consent to electronic delivery, you will receive a paper W2 in the mail, which will be delivered to the address that we currently have on file.
- 2) Your consent to electronic delivery will apply to all future W2s unless consent is withdrawn by you (see point 4 below).
- 3) If for any reason you would like a paper copy of your W2 after you have consented to electronic delivery, you may submit a request via e-mail or send a written request. Requesting a paper copy of your W2 will not be treated as a withdrawal of consent.
- 4) If you would like to withdraw your consent to electronic delivery, you may submit a notice via e-mail to **OcedonPayroll@swickco.com** or send a written request to **9635 Maroon Circle Suite 300 Englewood, CO 80112**. Your consent is considered withdrawn on the date the Employer receives your written request to withdraw consent. The Employer will confirm the withdrawal and its effective date in writing. A withdrawal of consent does not apply to a W2 that was e-mailed to you in accordance with IRS Regulations before the effective date of the withdrawal of consent.

- 5) The Employer will cease providing Forms W2 to you electronically if you provide a notice to withdraw consent, if you are no longer employed by the Employer or if regulations change to prohibit the form of delivery.
- 6) If you need to update your contact information that we have on file, e-mail the update to (see #10 below).
- 7) We will notify you if there are any changes to the contact information of the Employer.
- 8) You will need a computer, printer and Adobe Acrobat software to access, print and retain your W2.
- 9) Your W2 may be required to be printed and attached to a federal, state or local income tax return.

SECTION 2 – EMPLOYEE BENEFITS

Employee Meal Discount

Unlimited Fountain drink products while on break.

50% off all meal products, bottled water, and desserts as long as it is consumed on premises.

A Manager must ring this up for you.

Medical Plan

Eligibility

All full-time regular employees are eligible the first of the month after thirty (30) days of employment.

Plan Provisions

Premiums are based on household income, and the health plan affordability threshold of the employee's household income. The employee may choose from several different medical plans. Spouse or family premium amount is the responsibility of the employee. The deduction to cover the full cost will be allocated on a per pay period basis.

Dental Plan

Eligibility

All full-time regular employees are eligible the first of the month after thirty (30) days of employment.

Plan Provisions

The dental plan is totally voluntary, and the required premium is the responsibility of the employee.

Long Term Disability

Eligibility

All full-time regular employees are eligible the first of the month after thirty (30) days of employment.

Plan Provisions

The dental plan is totally voluntary, and the required premium is the responsibility of the employee.

Voluntary Gap

Eligibility

All full-time regular employees are eligible the first of the month after thirty (30) days of employment.

Plan Provisions

The dental plan is totally voluntary, and the required premium is the responsibility of the employee.

Voluntary Life Insurance

Eligibility

All full-time regular employees are eligible the first of the month after thirty (30) days of employment.

Plan Provisions

The dental plan is totally voluntary, and the required premium is the responsibility of the employee.

Voluntary Life and AD&D Plan (Accidental Death & Dismemberment)

Eligibility

All full-time regular employees are eligible the first of the month after thirty (30) days of employment.

Plan Provisions

The premium is the responsibility of the employee.

Vision Plan

Eligibility

All full-time regular employees are eligible the first of the month after thirty (30) days of employment.

Plan Provisions

The dental plan is totally voluntary, and the required premium is the responsibility of the employee.

Community Presence

Since 2002 we partnered with several agencies and non-profits to assist our Burger King family and our communities when we became part of the Burger King brand. Some of the agencies listed below are some of those ways. Contact human resource representative for further details.

Have It Your Way Foundation

Scholarships

We believe that without education you limit your potential to be your own way and that why we are proud to provide scholarships through the **Burger King Foundation** to those employees and families that qualify. These scholarships can range from \$1,000 to \$60,000.

See BK Scholars program for details and award guidelines.

Emergency Relief Fund

The **BK Emergency Fund** is the **Have It Your Way Foundation's** emergency grant program created to help Burger King employees experiencing unexpected hardship.

Grant amounts vary up to \$4,500 and are intended to cover short-term, immediate needs including rebuilding after house fires, funeral expenses, natural disasters, and medical emergencies.

If you are a BK employee who needs assistance, please contact HR@ocedon.com for information.

Local Community Events

From time to time, we will partner with a Company approved organization to help in events like the Special Olympics, American Red Cross, veteran organizations and many others.

STATUTORY BENEFITS

HFWA (Health and Family Wellness Act)

HFWA Leave and Public Health Emergency Leave is intended to be used for reasons covered under Colorado's Healthy Families and Workplaces Act (HFWA). All employees will be able to take 1 hour of paid leave for every 30 hours worked up to 48 hours in a year in accordance to the Colorado paid sick leave act.

An employee will be paid a total of up to 40 hours in a week, depending on average number of hours worked. This includes both worked time and HFWA pay.

- A use of leave in a minimum of 1-hour increments is required.
- Paid sick leave will be paid for time off work, and at the same pay rate the employee earns during time worked.
- Accrued paid sick leave can be used for a wide range of health and safety needs: Inability to work due to a mental or physical illness, injury, or health condition. Obtaining preventive medical care (including vaccination), or medical diagnosis/care/treatment. Needs due to domestic abuse, sexual assault, or criminal harassment including medical attention, mental health care or other counseling, legal

or other victim services, or relocation. Care for a family member who needs the sort of care listed above. During a PHE, a public official closed the employee's workplace, or the school or place of care of the employee's child. Bereavement, or financial/legal needs after a death of a family member; or due to inclement weather, power/heat/water loss, or other unexpected event, the employee must evacuate their residence, or care for a family member whose school or place of care was closed.

Contact HR for further details.

Documentation may be required for leave over 4 days. Alternatively, employees may submit a written statement (either electronically or in writing) indicating their need for leave for a HFWA-qualifying purpose. Documentation related to public health emergency related leave is not required. Employees may refer to the Colorado Workplace Public Health Rights Poster for more information on their rights and responsibilities which is posted in your crew room.

Employees are expected to make a good-faith effort to provide advance notice and make a reasonable effort to scheduled leave in a manner that does not unduly disrupt business operations. Employees will consult with HR to request leave under the FMLA or ADA. Failure to return from Unpaid Leave or Leave of Absence on the agreed upon date without an approved extension or communications of intentions may result in termination for job abandonment. HFWA is not payable upon termination, as per law.

It is required that all employees request this paid leave in writing to their Area Manager and Human Resources at hr@ocedon.com. Proof of illness, injury or condition may be required for time taken over 3 days in a row.

Public Health Emergency (PHE)

In a declared public Health Emergency, you are immediately provided the additional HFWA Leave hours allowed for a PHE, which supplements whatever HFWA Leave you accrued before the PHE, with enough Supplemental Leave to assure you can take leave in the following amounts:

1. If you normally work 40 or more hours, you could qualify for up to 80 hours of total leave.
2. If you normally work under 40 hours in a week, the greater of the number of hours you:
 - a. are scheduled for work or paid leave in the upcoming 14-day period, or
 - b. actually work on average in the 14-day period prior to the declaration of the PHE

Scheduling Provisions

For planned HFWA leave, all employees must notify their manager via a Time Off Request Form at least ten (10) days in advance of any leave. Your manager will review the request and assist you in covering your scheduled shifts.

Carry Over of Hours

The employee can draw from the “bank” when HFWA time is needed. An employee may not take HFWA time that is not yet accrued.

An employee may carry over up to forty eighty (48) hours of accrued HFWA to the following year. No more than 48 hours of paid HFWA will be paid per year, regardless of hours accrued or carried over, as per the law.

The Company will not retaliate against employees for requesting or using paid sick leave. Paid sick leave will not be counted against employees as absences that may lead to firing or other negative action.

Family and Medical Leave Insurance (FAMLI)

Beginning on January 1, 2023, the state of Colorado will begin deducting **0.45%** of your pay to cover your portion of the FAMLI premium in accordance to comply with Colorado State law. We send an additional .45% paid by the Company as a contribution. The employee will also be required to continue to pay their share of their contribution to and medical or other benefits while on leave.

What is FAMLI?

The FAMLI program will ensure all Colorado workers have access to paid leave in order to take care of themselves or their family during life circumstances that pull them away from their jobs. Eligible employees may receive up to twelve weeks of leave. FAMLI will start providing benefits to employees beginning **January 1, 2024** to:

- To care for a new child, including adopted and fostered children
- To care for themselves, if they have a serious health condition
- To care for a family member with a serious health condition
- To make arrangements for a family member’s military deployment
- To address the immediate safety needs and impact of domestic violence and/or sexual assault.

Depending on your income, when using paid leave, you will receive between 37% and 90% of your normal weekly wages. You are also entitled to the same healthcare benefits while you are on FAMLI leave, but you also remain responsible for paying for those benefits in the same amounts as before the leave began.

What should I do?

First notify your manager that you will be needing time off, how much time off and they can direct you on next steps. If you don't notify your manager your taking time-off they will assume you quit.

How do I apply?

Individuals or their designated representatives will apply for FAMLI benefits by submitting an application, along with other required documents that support the need for leave. You will submit the application directly to the FAMLI Division.

Approved applications will be paid by the FAMLI Division within **two weeks** after the claim is properly filed, and every two weeks thereafter for the extent of the approved leave

For more information on this program go to the FAMLI Employee Guide on (colorado.gov)

Workers' Compensation

All employees of the Company, regardless of their employment status are covered by this benefit.

Plan Provisions

Should an employee be involved in a work-related injury, the employee must notify their Restaurant Manager immediately upon injury. Unless physically unable, the Restaurant Manager and employee will complete a "First Report of Injury" and submit this by email to HR. This must be done same day of injury.

The employee will be required to seek medical attention and a drug test at an approved location that the manager will supply to you.

Workers' Compensation will pay for all medical related expenses of the injury or illness, as well as a portion of the employee's salary should the employee be absent after the "waiting period"

A negative drug test result and Human Resource approval will be required before you may return to work.

Drug Test Requirement

A drug test within 24 hours of the incident is required for all employees seeking medical attention due to a work place related injury. Failure to get the drug test withing the 24-hour period test will result in termination of your employment. Contact HR for details.

Reasonable Accommodation Request

Should a temporary work restriction be needed, the employee will email Human Resources to request any accommodations to hr@ocedon.com.

Anti-retaliation Clause

No employee shall be subject to retaliatory personnel action or discriminated against because the employee requests or uses paid sick leave, or files a Claim. Examples of retaliation could be termination, suspending, constructively discharging, demoting, unfavorably assigning, refusing to promote, disciplining.

Social Security and Medicare (FICA)

Under federal law, all employees are covered by Social Security. The Company deducts the employee's share of the Social Security and Medicare tax (called FICA) from employee's paycheck. The Company also contributes on the employee's behalf an additional amount determined by law. Both the employee's contribution and the Company's contribution are paid to the federal government. An employee may contact the Social Security Administration to obtain information regarding the employee's benefits and credits under the program.

FMLA Leave

All employees who have been employed at least twelve months, and who worked at least 1,250 hours during the twelve months prior to the leave request are eligible for an unpaid family and/or medical leave of absence under the Family and Medical Leave Act for a period up to 12 weeks during a calendar year under the following circumstances:

- **Birth of your child**
- **Placement of a child with you for adoption or foster care**
- **Serious health condition for you or your immediate family**
- **Military family leave**
- **Domestic abuse leave**

Employees ordinarily must provide **30 day's advance notice** when the leave is "foreseeable."

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the company will require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Contact HR to get details, initiate process, and complete required paperwork.

Witness / Jury Duty

Plan Provisions

The Company encourages all employees to take time away from work in order to fulfill their civic responsibilities. When an employee has been contacted for jury duty, the employee should immediately send a copy of the summons to Human Resources for verification.

If the employee is excused from jury duty early, the employee is expected to return to work.

Plan Administration

Non-Exempt Employees (hourly)

For non-exempt employees, the Company will pay compensation for jury duty by averaging the employee's earnings in the three (3) month period preceding the jury duty, up to a maximum of three (3) days of pay. After three (3) days, the employee will be paid court determined fees and will not continue to be paid by the Company.

Exempt Employees (salaried)

Exempt employees will be paid three days salary during jury duty or witness leave. If an exempt employee is sequestered for a trial that extends beyond one week and is unable to perform services for the Company, the Company reserves the right to place the employee on unpaid leave, with no work obligations, and to reinstate the employee upon completion of the employee's jury duty.

When You Are Eligible

All employees regardless of their employment status are eligible for this benefit.

Leaves of Absences

We understand that from time to time a personal leave of absence (non-medical) may be needed. Please direct all leave of absence requests over 2 weeks to Human Resources at hr@ocedon.com at least 30 days in advance, if foreseeable. Anyone leaving for over 2 weeks will automatically be considered a rehire.

Military Leave

A leave of absence without pay for military or reserve duty is granted to full-time regular and part-time regular employees. If an employee is called to active military duty or the reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of military orders to their manager as soon as possible. The employee will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If the employee is a reservist or a member of the National Guard, the employee is granted time off without pay for required military training. Eligibility for benefits during a qualified leave and for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

Benefit Plan Administration

Premiums for any insurance coverages must be received by Human Resources by the 25th of the prior month to continue all coverages. Benefits do not accrue nor are they paid during the leave period.

Nursing Mother Policy

Nursing mothers are allowed to take a “reasonable” break, once or twice per day to express breast milk. An employee should notify their manager if such a break is needed. The Company may provide a place that is somewhat removed from other employees to allow the employee privacy if reasonable. Other accommodations may also be available. Contact Human Resources for further information.

Colorado Anti-Discrimination Policy

Eligibility

All employees, full-time and part-time are eligible, upon date of hire.

Plan Provisions

The policy provides reasonable accommodations for any “health conditions related to pregnancy or physical recovery from childbirth.”

If an employee or applicant requests an accommodation; the Company will attempt to provide an accommodation in good faith, unless such accommodation would impose an undue hardship. See Human Resources for full details.

These accommodations could include frequent or longer breaks, more frequent restroom breaks, food, and water breaks, limitation for lifting, temporary transfer to a less-strenuous job or modified work schedule.

Voting

Voting is a privilege and we support your right to do so. There are many alternatives to vote practices such as absentee ballots, early voting periods, etc. that allows employees additional time to vote. Employees should try to use alternate methods when voting; however, should this not be possible, because they are scheduled during all voting hours on voting day, the employee should make a request to his / her manager at least 1 day in advance to leave early or arrive late. The Company will try to accommodate such a request. Use the Time-off request form.

State Continuation

Any employee who wishes to continue medical coverage upon termination may do so by completing an enrollment form for state continuation. This form can be requested Human Resources. The cost to continue coverage for the medical plan will be the responsibility of the employee.

General Provisions

Although the Company will continue its efforts to provide the benefits provided in this section, the Company expressly reserves the right to change, alter or discontinue any or all of its employee benefit programs at any time, as it deems appropriate from time to time.

SECTION 3 – EMPLOYMENT GUIDELINES

Standards of Conduct

Behavior

All employees will maintain positive work atmosphere by acting and communicating in a manner so that, you get along with customers, clients, vendors, co-workers and management.

Discipline may be implemented in situations where the Company is not satisfied with an employee's performance or conduct. Discipline will be determined on a case-by-case basis depending upon the nature of the conduct and the circumstances involved. The Company reserves the right to take disciplinary action that may include verbal warnings, written warnings, suspension, and/or immediate termination. The action taken by management in any individual case should not be assumed to establish a precedent to be followed in other cases.

Although it is impossible to list all possible reasons for disciplinary action, the following are examples of violations of Company policy that may be grounds for such action:

- Assault, threat, or act of violence or sexual harassment
- Possession of dangerous weapons on Company property
- Insubordination or other disrespectful conduct
- Possessing, manufacturing, being under the influence of, attempting to sell or selling controlled substances, alcohol or illegal drugs on Company property
- Unauthorized disclosure of Company trade secrets or confidential information
- Misuse, damage, or theft of Company property
- Dishonesty, fraud or falsifying any personnel or Company records – including employment applications, time worked, false allegations
- Violation of safety or health rules
- Excessive absenteeism or tardiness
- Willful violation of Company rules or policies
- Inadequate or improper performance of job duties
- Working on Company premise or client location while under the influence of alcohol, narcotics, or illegal drugs or while performing work

This list is not all inclusive

Problem Resolution Policy

The Company understands that occasionally an employee may feel a work-related issue cannot be resolved without assistance from others. One should speak to their manager or Human Resources for resolution. If warranted, similar to the anti-harassment policy, an

investigation may be conducted depending on the individual situation. Gossip and rumor spreading is not a behavior tolerated at Ocedon.

Appearance Standards

Since being guest focused is at the core of our culture, we want our employees to be comfortable but look good to our guest. When we say we want you to look good, we mean we want you to look neat and clean. See current Burger King OPS manual for full Uniform requirements.

Personal Hygiene

This is about common sense. Regular bathing, personal grooming, and use of deodorants are good personal hygiene habits and a requirement of employment.

Uniforms

Appropriate uniforms in accordance to BKC Standards must be worn when on duty and before you clock in.

You must clean and maintain them at all times. Hats, aprons, and nametags should also be clean at all times. If anything gets ruined, let your manager know right away so it can be replaced.

All requests in deviation of Uniform Standards must be approved in writing by Human Resources before it can be made and then only if it is in accordance to BKC Standards and is safe for all Kitchen and restaurant duties.

Shoes must be black, closed toe, slip resistant and meet all safety standards. Under no circumstance can you come to work in shoes that don't meet our safety requirements; you will be removed from your position and clocked out until the correct type of shoes are worn.

Security

The following security considerations are offered to help maintain a secure workplace. Be aware of persons loitering for no apparent reason (e.g., in parking areas, walkways, entrances/exits and service areas). Report any suspicious persons' activities or lost keys to your Area Manager immediately. We are not responsible for any lost or stolen items you bring to work.

Manager Office

Only authorized personnel are allowed in the office and for company business purposes only. Non manager personnel can be in the office only when a manager is present in office, with the managers consent, and for training, operational, and information purposes.

All offices are monitored by video and audio for safety and loss prevention purposes. Office computer and equipment is for Company business purposes only. Non manager personnel are prohibited from using the office computer unless supervised by a manager.

Back of the House Access

Only current employees, while on the clock, and approved vendors are allowed behind the counter areas. Under no circumstance is a non-employee allowed in employee only areas unless accompanies by a manager and for Company business purposes.

No one under 16 is permitted in the kitchen or behind the front counter area at any time.

Personal Property

Please don't bring or wear your valuables to work. We simply cannot take responsibility for your personal property either inside or outside of the building.

Workplace Surveillance Policy

There should be no expectation of privacy.

As a condition of employment, all employees may be monitored and recorded by video and/or audio surveillance while on Company property, in accordance to State and Federal law.

This policy governs the use of video and audio recording and surveillance equipment when utilized for the purpose of ensuring the safety of persons and property on company grounds, including such equipment when used for the deterrence and the investigation and potential prosecution of criminal behavior.

By accepting a position with the Company, you acknowledge and consent to being recorded in workspaces such as, but not limited to the kitchen area, front counter, manager office area, storage areas, and all other public access spaces on Company property.

Workplace Threats and Violence

The safety and security of its personnel is of highest importance to the Company. Threats, threatening behavior, intimidation or acts of violence against employees, visitors, guests, or on Company property will not be tolerated. This includes, but is not limited to:

- Striking, punching, slapping or assaulting another person
- Grabbing, pushing, pinching or touching another person in an unwanted way (whether sexually or otherwise)
- Making intimidating or menacing gestures
- Bringing a gun, inappropriate knife or other weapon of any kind onto Company property, including parking lots or other exterior premises
- Threatening to harm another individual, directly or indirectly or via any telephonic, electronic or other communication device
- Threatening to harm property

Any such conduct is unacceptable behavior and it will be treated as a serious violation of the Company's rules, even if meant in a "joking" manner. Violators will be subject to disciplinary action, up to and including immediate termination of employment. The Company may report the incident to law enforcement authorities, and may seek criminal prosecution.

Any person who makes overtly intimidating or threatening statements, exhibits threatening behavior, or engages in violent acts on Company property should be removed from the premises as quickly as safety permits. The Company will require the individual to remain off Company premises pending the outcome of an investigation into the incident.

Should the investigation reveal a violation of this policy, the Company will implement a decisive and appropriate response. This response may include, but is not limited to, further suspension, reassignment of job duties, demotion, transfer, termination, and/or seeking arrest and prosecution.

No other Company policy, practice, or procedure takes priority over protection of life and limb. Exceptions to this policy should be made if necessary to prevent a threat from being carried out, or a violent act from occurring.

Any employee who believes there is an immediate possibility of physical injury should **call 911** or other external emergency services immediately and follow their instructions. No Company employee will be required as part of their job to physically intervene in any physically threatening or violent incident.

Employees are expected to report promptly to their manager, or to Human Resources, any threats or perceived threats which they have witnessed, received, or learned that another person has witnessed or received. Employees are responsible for reporting such behavior regardless of any relationship between the threatened individual and the alleged threatener.

Restraining Orders: Any individual who seeks or has obtained a protective or restraining order involving the Company as a “work location” must provide documentation of the matter to the Company. This includes a copy of the petition and declarations used to seek the protective or restraining order, a copy of any temporary protective or restraining order which is granted and its proof of service, and a copy of any permanent such order and its proof of service. The order and other documentation must be given to Human Resources. In order to provide a safe workplace and protect employees from threats to their safety, the Company must know about individuals ordered by the courts to keep their distance from Company employees or property. The Company understands the sensitivity of this information and will treat it with discretion.

Smoking Policy

In accordance to the Colorado Clean Indoor Act, employees who wish to smoke any legal substance or chew tobacco must leave the building and go outside. Please be respectful of others, and discard any cigarette butts or chew material appropriately. The Manager has designated an area as a smoking area away from our customer’s view. All employees must adhere to this rule.

Drug-Free Workplace and Substance Abuse Policy

The Company is committed to providing a safe, efficient and productive work environment, and to providing the highest quality services to its customers.

The Company recognizes that an employee’s use of alcohol or drugs can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. All employees must adhere to the rules stated in this policy as a condition of their employment with the Company.

No employee may use, manufacture, distribute, dispense or sell alcohol or any controlled substance or illegal drug while in the workplace or on Company property, while on duty, while working or while operating a vehicle that is owned, leased or rented by the Company. In addition, no employee may report for work or remain at work while under the influence of or impaired by any narcotic, illegal drug, or alcohol.

For the purposes of this policy, a drug will be considered an “illegal drug” if its use is prohibited or restricted by federal or state law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted or convicted for such conduct.

If an employee is taking drugs prescribed by a licensed physician or obtained over-the-counter which could affect employee's ability to work competently, the employee must report this in advance to Human Resources and seek a reasonable accommodation. Failure to report a substance abuse problem that affects an employee's ability to work, including abuse of prescription or over-the-counter drugs, violates this policy and can lead to disciplinary action.

An employee convicted of any criminal drug violation, where the offense occurred in the workplace, must notify Human Resources within three days of such conviction. Any employee convicted of such a violation will be subject to disciplinary action, up to and including termination of employment. If the Company elects not to terminate the employee, the employee may be required to participate in and successfully complete an approved controlled substance abuse assistance or rehabilitation program as a condition of continued employment at the Company where authorized by law. In some cases, the employee may be terminated if the violation is severe enough.

It is essential that all employees fully comply with this policy as a condition of employment. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

Drug Tests

We work with broilers, fryers, knives and other restaurant equipment that requires all employees to report to work mentally sharp. As a measure to protect the safety of all employees we may do random drug tests from time to time.

We require drug tests for all employees injured on the job within 24 hours of the injury.

A positive drug test for marijuana, illegal drugs, or alcohol will result in further disciplinary action, up to and including termination of employment.

If you are taking a prescribed medication – other than medical marijuana – for a legally recognized disability under the Americans with Disabilities Act (ADA) contact Human resources before coming to work to ensure you are safe and fit for duty.

All Restaurant Managers will be tested as part of the promotion and/or new hire process.

"Refusing to test" during working hours, for any reason may lead to the employee's termination.

For further questions please contact human resources.

Distribution of Mail

Please do not use the company address for your personal mail as this is strictly prohibited.

Cell phones

Cellular phones should be used for personal calls only in an emergency during working hours. Limit incoming personal calls to urgent or emergency situations. Non-emergency phone calls and texts should be limited to break times and never within the kitchen area at any time. This is a food safety violation and it is disruptive to other employees.

Ear phones are never permitted while working as this is a safety hazard.

Media Inquiries

Should employee be contacted by the media or any other outside agency regarding Company activities, please direct the call to the franchisee or Human Resources

External Inquiries

Should employee be contacted by anyone regarding Company activities, please direct the call to the franchisee. This would include anyone not employed directly by Ocedon.

SECTION 4 – CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Privacy Policy

There should be no expectation of privacy.

Conflict of Interest

All employees have an obligation to the Company to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which the Company wishes the business to operate. The purpose of these guidelines is to provide general direction, so employees can seek further clarification on issues related to the subject of acceptable standards of operation. An employee should contact their manager for more information or questions about conflict of interest.

An actual or potential conflict of interest occurs in at least two broad situations: (1) when an employee is in a position to influence a decision that may result in a personal gain for that employee, a friend of the employee, or for a relative as a result of the Company's business dealings; or (2) when an employee puts himself or herself in a position with opposing loyalties. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Outside Employment

While employed by the Company, employees are expected to devote their energies to their jobs with the Company. Our main concern is specifically how well you perform your job for us, and you will be evaluated on that basis.

The following types of outside employment are strictly prohibited:

1. Employment that impairs or has a detrimental effect on the employee's work performance with the Company; and
2. You may not use any company property, intellectual property, software, subscriptions for financial gain outside of your employment with us.

The Company shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment.

Relationship Policy

Any relationship, on or off the job that effects our ability to run our business or your ability to do your job, may be a valid reason for disciplinary action, transfer or other action.

Company Confidential Information

Confidential information includes a variety of information, materials and documentation to which employees have access. This could include Company information or information developed for or provided by a third party. **This information may include, but is not limited to, the following:**

- Employee phone lists, email lists
- Personnel information like team salaries, addresses, etc.
- Company financial information
- Company phone lists
- Company handbook

This is not all-inclusive.

Unauthorized disclosure of confidential information may cause substantial, irreparable damage to the Company and to other parties to which the Company may be liable. Employees should be aware that disclosure of such information to outside personnel could result in civil and criminal liability for unauthorized disclosure of confidential information. All employees shall use reasonable care in the protection of the confidential information of the Company and that received by third parties.

Every employee is responsible for ensuring that confidential information is not disclosed to anyone who is not entitled to receive it.

Use of Communication Systems

It is the intent of the Company to provide the communication systems necessary for the conduct of its business. Employees are expected to adhere to proper use of all communication systems. These include but are not limited to the telephone, electronic mail (e-mail), facsimile, internet, voice mail, computer terminals, modems, cameras, video, and systems software (the “communication systems”). Employees are permitted use of Company property and must comply with Company policies and procedures regarding its use.

The communication systems are owned and operated by the Company and are to be used for the business of the Company. Employees should have no expectation of privacy of any correspondence, messages or information in the communication systems.

The Company reserves the right to access and disclose all such messages sent for any purpose. All such messages and files, regardless of content or the intent of the sender, are a form of corporate correspondence, and are subject to the same internal and external regulation, security and scrutiny as any other corporate correspondence. E-Mail communications are official internal Company communications, which may be subject to summons in legal proceedings. E-mail messages, voicemail messages and all content maintained on the Company's computers are Company property. Off-site Company storage is also considered Company property. The content of these messages and files may be accessed, reviewed, copied and disclosed by the Company without an employee's knowledge or permission. Therefore, employees should not assume that messages and files are private. Back-up copies of messages and files may be maintained and referenced for business and legal reasons. The Company reserves the right to monitor and inspect the systems at any time, with or without notice to employees, to ensure compliance with its policies and the law.

Work-related messages should be directed to the affected employee(s) rather than sending a global message to all employees.

The Company's communication systems shall not be used as a forum to promote religious or political causes, for personal financial gain, or an illegal activity. Offensive or improper messages or opinions, transmission of sexually explicit images, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religion or veteran status are also prohibited on the Company's communication systems.

Employees shall not attempt to gain access to another employee's personal communications system and messages. The Company, however, reserves the right to access an employee's Company related Group Me messages at any time, without notice to the employee.

Any violation of these guidelines may result in disciplinary action, up to and including termination.

Social Media Policy

Online Social Networking Policy

The Company is committed to maintaining a good relationship with employees and with the outside world. If the Company sustains a positive reputation and excellent image in the public eye, it directly benefits the company as a whole in addition to putting you in an advantageous situation as an employee. The way the public views the Company is vital to promoting

business, gaining new business, retaining first-class employees, recruiting new employees and marketing our products/services.

While the Company has no intentions of controlling employees' actions outside of work, it is important that employees practice caution and use discretion when posting content on the Internet, and especially on social networking sites that could affect the Company's business operations or reputation. This policy serves as a notice on the practice of social networking for all employees to read and understand.

Purpose

The purpose of the Online Social Networking Policy is:

- To guarantee a constructive relationship between the company and its employees.
- To reduce the possibility of risk to the Company or its reputation.
- To discourage the use of Company time for personal networking.
- To ensure employees are aware of their actions while engaging in social networking, the number of individuals who can access information presented on social networking sites and the consequences associated with these actions

Definitions

Social Networking

Defined as any activity that involves interaction in online communities of people. This interaction includes, but is not limited to, browsing other users' profiles, browsing other users' photos, reading messages sent through social networking forums and engaging in online communities' instant messaging services.

Social Networking Sites

Specific online communities of users, or any Web site that links individuals electronically and provides a forum where users can connect and share information. These Web sites can be general or tailored to specific interests or certain types of users. Examples of popular social networking sites include Instagram®, TikTok®, Facebook®, Twitter®, Classmates.com®, LinkedIn®, Xanga®, etc. The list of domains that constitute social networking sites is ever-growing and changing because of the nature of the Internet.

Of course, employees may use any networking sites, as listed, during their "own personal time", but cannot use these sites during normal business hours unless it is business related.

Social Networking Profile

A specific user's personalized Web page within a certain social networking site, usually containing personal information such as name, birthday, profile photo, interests, etc.

Micro-blogging

The practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. This is the main focus of social networking sites such as Twitter, but it also includes features like "status updates" on Facebook.

Business Purposes

Using a social networking site for the Company's gain, usually as a task or assignment given to the restaurant manager. This can be done either through a specific Company account on a given social networking site or through a personal account for the purposes of recruiting for the Company.

Procedures**Prohibited Use**

It is important that employees use their time while at work to conduct Company business. Employees are not blocked from access to social networking sites on the Company computers because under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the company and to connect with clients. However, access to such Web sites does not mean they can be used at any time. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-Company business.
- Browsing social networking sites for non-Company business on Company time.
- Reading e-mail alerts regarding personal social networking account activity or using the Company e-mail to correspond with personal social networking contacts.
- Updating information, uploading photos or otherwise engaging with one's own, personal social networking profile for non-business purposes.
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a Company-provided computer or a personal PDA/smart phone device

- Utilizing company property, email addresses, or company information of any kind for lobbying or for any political reasons

Prohibited Conduct

Having your own, individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and are no longer private matters. While this section of the policy is a sensitive one, the Company will put it in place to protect not only the company, but you and your job. It is for your own security and defense that you follow these guidelines:

- Do not use micro-blogging features to talk about Company business on your personal account, even on your own time. Do not post anything you would not want your manager to see or that would put your job in jeopardy.
- Do not use the Company name, address or other information in your personal profile. This is for your physical safety as well the safety of everyone else at the company and the protection of the Company's name.
- Do not post any pictures or comments involving the Company or other Company employees or clients that could be construed as inappropriate.
- You are also responsible for what other users post on your individual social networking profile. Do not allow inappropriate or sensitive information regarding the Company anywhere on your profile, even if it is generated by a different user.
- Remember that if your personal profile is visible to other employees at the company, supervisors, managers or peers, practice caution. You have control over yourself but not over these employees, and if just one inappropriate picture or comment taken out of context could fall into the wrong hands and cost you your job.
- Do not use or represent yourself under the Company name or Burger King®

Internet Code of Conduct

Access to the internet has been provided to employees for the benefit of the organization and its clients. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the Company's public image, and to

use the Internet in a productive manner. To ensure that all employees are responsible, productive internet users and are protecting the Company's public image, the following guidelines have been established for using the Internet.

Acceptable Use of the Internet

Employees accessing the internet are representing the Company. All communications should be for professional reasons. Employees are responsible for seeing that the internet is used in an effective, ethical and lawful manner. E-Mail may be used for business contacts.

Unacceptable Use of the Internet

The internet should not be used for personal gain or advancement of individual views. Solicitation of non-Company business, or any use of the Internet for personal gain is strictly prohibited. Use of the internet must not disrupt the operation of the Company network or the network of other users. It must not interfere with your productivity.

Communications

Each employee is responsible for the content of all text, audio or images that they place or send over the internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system.

Copyright Issues

Copyrighted materials belonging to entities other than this company may not be transmitted by employees on the internet. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the Company, up to and including immediate termination, or legal action by the copyright owner.

SECTION 5– OPERATIONS POLICIES

Cash Handling Policy

The following policy protects both Ocedon and the employee by eliminating cash shortages and providing a secure work environment.

- Each cashier is responsible for the drawer to which they have been assigned.
- The drawer to which the cashier is assigned will be previously unused.
- The drawer will be counted and verified by the cashier prior to the assigned shift.
- Ocedon has a strict “one person one drawer policy”. Cashiers are to ring up sales only on the register to which have been assigned. No one else is allowed to ring up sales on your assigned register.
- Drawers are to remain locked at all times except for when making a sale.
- All voids must be authorized by the Manager In Charge. The corrected receipt must be attached to the voided ticket with an explanation of the void and signed by Manager In Charge.
- Cashiers or managers will not make change between drawers. All requests for change must be directed to the Manager In Charge.
- “No Sale” or customer change is not allowed. All customer refunds must be conducted by the Manager in Charge.
Any order with a zero total must be signed by Manager in Charge with explanations and put in drawer.
- Any bill larger than \$10 must be placed under drawer. Large bills (\$50s or \$100s) must be approved by the Manager in Charge and should not be stored in the register. Counterfeit detecting pens must be used for verifying large bills (\$50s, \$100s).
- Upon completion of the cashier’s shift, the drawer will be reconciled, counted, with the Manager and cashier.
- An over/short of more than \$2.00 will be addressed in the following manner:

1st violation: Written verbal warning with instruction on how to improve

2nd violation: Written warning

3rd violation: Written Disciplinary action up to and including termination.

A discrepancy of \$10.00 or more in any single occurrence will be grounds for disciplinary action up to and including immediate termination.

Please be advised that borrowing money or creating IOU's out of the restaurant bank or any cash drawer is not acceptable by anyone at any time. A first-time violation this policy will result in immediate termination.

No drawer should be designated as a "Manager Drawer" at any time, each drawer will be assigned to a specific employee's name, no nick names or numbers allowed.

Credit Cards

Anything over \$20.00 the guest must sign the receipt.

At the end of the shift the manager in charge must validate the amounts and number of credit card receipts in the POS.

Undercharging

Undercharging or passing food without charging is not allowed and will result in immediate termination. Examples would be giving gift cards or discounts to people that do not deserve it or without the manager's approval. This is considered theft.

Ethics

Team member understands they are responsible for violating company policy, and cannot be directed to do so by anyone.

It is not acceptable that if you witness theft or a violation of policy and choose not report it. Failure to do so could subject you to disciplinary action up to and including termination.

All team members have the Human Resources email address of HR@ocedon.com and can use this at any time to report any company violation along with or instead of notifying manager.

The Human Resources Ethics hotline: 303 407-7823 is also posted in the restaurant team member room and available for all for questions, comments, or complaints.

ALL BK employees while in uniform, represent our company. Your actions while in our uniform and on the clock will be subject to disciplinary action up to and including termination of your employment.

NOTE: We reserve the right to accelerate the disciplinary action process for all violations per our discretion without prior notification.

Safe Procedures

Safe Procedure In the process of daily cash handling and reconciliation, the following policies are in effect:

Access to the safe is limited to authorized personnel only.

Only the Manager or Supervisor who verifies the safe using the safe verification form is authorized access in the safe until the next shift change and safe verification takes place

Safes will be kept locked at all times unless a manager is presently working in the office for cash purposes. Day lock is not permitted.

Any cash drawer inserts, in the process of being reconciled, must never be left unattended in the office, or elsewhere in the restaurant. Cash drawer inserts must be secured either in the safe or in the locked cash drawer at the point of sale.

Safe contents must be verified for every shift by the outgoing and incoming manager utilizing the Ocedon Safe Verification Form

Any discrepancies must be reported to the Restaurant Manager

Restaurant Manager will report to the Area Business Manager immediately.

Any violation of these policies will result in disciplinary action up to and including immediate termination.

Scams

Unfortunately, not everyone conducts themselves with integrity so this policy protects you and us from bad intentions. Follow these guidelines and you will be OK.

- Under no circumstance should anyone use personal or restaurant funds to buy gift cards – ever.
- no employee is allowed to give cash to any person at any time, for any reason. This is considered theft and further actions will be taken.

- Never give any employee information over the phone which includes their schedule, names of employees, phone numbers and the like.
- You should immediately reach out to your Area Manager should anyone request money or information from you.

Restaurant Closure

Closing a restaurant during operating hours is cause for an immediate termination. Should a situation arise where a manager deems it necessary, only the President of Operations may give that approval before the restaurant may be closed.

Dining Room Etiquette

While you are in uniform and on our property, you represent our company. Check with your supervisor as to where you can eat, and remember, whether you are in the dining room or on our property, we expect you to act courteously and professionally.

Personal Meals

While we offer a significant discount should you choose, we do have restrictions on eating non Burger King food in our restaurants dining room.

Employees choosing to eat in the dining room are prohibited from bringing in outside branded food unless put in an unbranded container. This may only be consumed in the crew room, should they choose. Home cooked foods are allowed to be consumed in the dining room in unbranded containers.

Please put your name on the containers when storing as is policy and in the appropriate designated place.