

**626 on Road Policies and Procedures**

- All employees must come into the restaurant fully dressed and ready to work no more than thirty minutes prior to their scheduled shift
- All employees must use the east side door when entering and leaving 626 ON ROAD
- Employee friends and family are not allowed to loiter in or around 626 ON ROAD
- Absolutely no personal phone calls, no cell phone use, and no texting while on shift.
- Appropriate grooming includes no perfume, no cologne, no scented lotion, no nail polish, and no nail extensions. Hair must be pulled back, and fingernails must be clean. Additionally, front-of-the house staff cannot have visible piercings or tattoos.
- All employees must clock in no more than five minutes before your scheduled shift starts
- Free beverages for employees include: coffee, iced tea, water and soda
- All employee beverages must be kept in **Health Department approved** cups. Employee beverages must be kept in the management assigned area
- Employees must be out of guests line-of-sight when consuming employee beverages
- No employee smoking during scheduled shift
- No cell phone use at any time inside 626 ON ROAD
- No grazing or eating of any kind during your scheduled shift
- Employees have the option of purchasing food from the 626 ON ROAD regular menu at a twenty-five percent discount
- Any discounted food made to-go must be approved; limit one item per employee.
- Each employee is welcomed to dine at 626 ON ROAD on days off at a twenty-five percent discount for the employee; some restrictions may apply.
- Employees are not allowed to sit at the bar during business hours
- No employee back packs or large bags are allowed. Bags are subject to random search.
- 626 ON ROAD is not responsible for lost or stolen items, so please don't bring items of value to work.

Violation of any of the above polices will result in disciplinary action, not excluding termination.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Manager signature \_\_\_\_\_ Date \_\_\_\_\_