



Employee Handbook

R2023-11-14

Welcome to Our Team!!

We welcome you to **Floyd County Brewing**. We look forward to the opportunity to work with you and want you to know that we recognize our employees as our most valuable resource. Our continued success in providing the highest quality of food, beverages and service to our customers depends on having quality people like yourself and your fellow employees. We want you to enjoy your time here and are committed to helping you succeed in your new job.

We have prepared this handbook to answer some of the questions that you may have concerning **Floyd County Brewing** and its policies. This handbook is intended solely as a guide. Read it thoroughly. If you have questions about anything, contact your management team for assistance.

We hope you find your time with us to be an enjoyable and rewarding experience.

Once again, welcome to **Floyd County Brewing!**

Sincerely,

Your Floyd County Brewing Management Team.

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Our Mission

Floyd County Brewing's mission is to provide our guests with a unique experience found nowhere else that includes our own Signature Craft Brews alongside delicious Food with selective entertainment events in a fun and witty old world Europe / medieval themed environment.

Our Way of Doing Business

Floyd County Brewing's success is dependent on creating a unique and positive experience for our guests. That experience is based on 4 things:

- 1) Our Craft Beer – Our Craft Beer is a premium beer, that is unique, brewed in small batch and expensive to produce, and therefore to sell. Craft Beer is expected to be served in Beer Clean glassware appropriate for the beer style, at the right temperature with proper head to allow the aromatics to work. Servers/Bartenders should always provide a description including what they will see, smell and taste. Offering unique information about the beer style, history, or our brewing practices is highly encouraged and adds credibility to your knowledge.
- 2) Our Food – Most breweries try to avoid Food, because it is extremely difficult to operate both a kitchen and brewery together. At best, many breweries, will outsource the food to food truck vendors with limited offering. We have embraced Food, so much that we have tailored the menu to our European Medieval theme and incorporated our own Beer in many of the items. Servers/Bartenders should always provide a description and recommendation based on the beer a guest is drinking. Food/Beer pairing is very popular and a great part of the whole experience. You should be prepared to describe what they will see, smell and taste and be able to mention key ingredients. You should always be striving for a complete ticket which is selling a Starter, Entrée & Dessert alongside their Craft Beer.
- 3) The Environment – We have gone to great lengths to create the perfect environment. We offer indoor, outdoor, private room, out in the open taproom, at the bar, at the table, in the house, upstairs, downstairs, hightop, lowtop, etc. We try to keep a variety of unique entertainment events, throughout the week and over the year. Most breweries have focused on a more stripped down industrial feel, where we have tried to create a more intimate feel by keeping the house intact. The layout was created as to re-create a traditional European Public House, where locals would gather historically to share a pint and sing and dance. Servers/Bartenders should do their best to maintain a low stress, zero gossip, fun and jovial environment for guests. Humor is important, as we want their visit to be an escape, and for them to leave feeling much better than when they arrived.
- 4) The Engagement - We seek out Servers and Bartenders that are presentable, and have fun and inviting personalities that customers will find engaging. Giving quick, thorough and attentive service is expected as a given. The best experiences happen when the Servers/Bartenders actually engage with the customers as if they are having a great time being right there with them. Be

confident, but polite, funny but focused and attentive on creating a lasting experience for the guest.

Ironically, you will find that if you can master these 4 areas of creating the optimal guest experience, you will see larger check sizes, hence larger tips and happy customers that will want to return and ask for you.

About this Handbook



This handbook is designed to help you get familiarized with **Floyd County Brewing**. We want you to understand how we do business and how important you and every employee is in helping us take care of our guests and making this a fun and rewarding place to work.

The policies stated in this handbook may change from time to time. It isn't flawless either. We've done our best to include as much information as possible in an easy-to-understand manner.

This handbook is not a contract, which guarantees your employment for any specific time. Either you or **Floyd County Brewing** may terminate your employment at any time, for any reason, with or without cause or notice. Understand that no supervisor, manager, or representative of **Floyd County Brewing**, other than the owner of **Floyd County Brewing** has the authority to enter into any agreement with you for employment for any specified period or to make any such promises or commitments.

We wish you the best of luck in your position and hope that your employment with **Floyd County Brewing** and as we expressed earlier in this handbook, will be a very enjoyable and rewarding experience.

Employment Policies

Hiring



It is **Floyd County Brewing's** policy to hire only United States citizens and aliens who are authorized to work in this country. As required by law, employees will be required to provide original documents that establish this authorization within three days of their date of hire. If the documents are not provided within the three-day period, we have no choice, under the law, but to terminate the employee until the appropriate documents are provided. Employees and employers are both required to complete a form furnished by the Department of Labor, form I-9. In Section 1 of form I-9, the information provided by the employee must be valid and authentic. If at any time during an employee's

employment, it is discovered that any document used was invalid or not authentic, the employee must, by law, be immediately terminated.

Non-Discrimination

Floyd County Brewing is an equal opportunity employer. We will not tolerate discrimination based on race, sex, age, national origin, religion, sexual orientation, or disability. Employment decisions, such as hiring, promotion, compensation, training and discipline will be made only for legitimate business reasons based upon qualifications and other nondiscriminatory factors.

Age Requirements

All servers and bartenders, as per the law, must be at least 18 years of age. Employees under the age of 18 must comply with all federal wage and hour guidelines, no exceptions. The required work permits must be supplied when applicable. No employees under the age of 18 years can take orders for or serve alcoholic beverages.

Probationary Period



Congratulations you've been selected for employment and appear to have the potential to develop into a successful employee. Now we begin the training, to get to know you, see how you fit in with your co-workers and determine if you are willing and able to carry out the responsibilities for the position in which you were hired. **The 60-day Probationary Period** allows both you and the Company to see whether or not it's a good fit and if not, part company as friends. During the Probationary Period you will begin your training and be observed by management. Also, during this time if you feel you do not understand what's expected of you or that you need additional training, we encourage you to ask questions and seek help. **An excess of 3 or more attendance points during this period is grounds for termination. See Attendance.**

Training



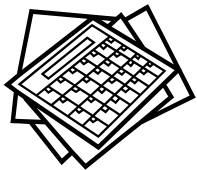
We do not offer many entry level positions. Most positions require prior experience, however, we recognize that there are unique aspects and requirements at every company. To help you be successful in your job you will receive adequate training on areas that might be unique to us or working for a brewpub offering unique Craft Beer. It is expected that you will supplement your knowledge and skills through self training, research and simply paying attention to Craft Beer trends on your own. You will not be expected to be on your own until you are ready. We want you to be a knowledgeable and productive team member.

Opportunities



Employee performance is always being evaluated, and we do our best to provide regular feedback on areas that you are both excelling at, but also areas that need improvement. We will assist you where possible on seeking and making necessary improvements. We highly recommend sharing any aspirations you may have for advancement, and will try to take that into account when opportunities arise. Those employees who have demonstrated high performance, showed they can lead by example and effectively train others while maintaining a clean disciplinary record themselves will be considered when opportunities arise.

Schedules



Schedules are prepared to meet the work demands of the Brewpub. As the work demands change, management reserves the right to adjust working hours and shifts. Schedules are posted on the Sling App. Each employee is responsible for working their shifts.

You should arrive for your shift with enough time to make sure you're ready to work when your shift begins. We suggest that you arrive 10 to 15 minutes before your shift begins so that you have time to get settled and ready for your shift. You should clock in when your shift begins and be ready to start work immediately.

Schedule changes should be submitted in advance of schedule preparation through the Sling App for manager approval. The Brewpub usually requires high levels of staff on or around holidays, sporting and other special events. We understand that you have a life outside of the Brewpub and will always try to find a way to work

with you on your schedule requests. We do, however, ask you to remember just how crucial each position is to the proper functioning of the Brewpub. Please remember that even though we will try to comply with your requests, there is no assurance that you will get the requested time off.

Overtime



In accordance with Federal Minimum Wage Law, employees are paid overtime when they work more than 40 hours in one week. Hourly employees are paid at one and one-half times their basic straight time rate for all overtime hours worked. Tip credit will be factored into the hourly rate for tipped employees.

Standards of Conduct



Consistent with our Mission and values, it is important for all employees to be fully aware of the rules, which govern our conduct and behavior. In order to work together as a team and maintain an orderly, productive and positive working environment, everyone must conform to standards of reasonable conduct and policies of the Brewpub. **AN EMPLOYEE INVOLVED IN ANY OF THE FOLLOWING CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP**

TO AND INCLUDING IMMEDIATE TERMINATION WITHOUT A
WRITTEN WARNING.

1. Invalid Work Authorization (I-9 form)
2. Supplying false or misleading information, including information at the time of application for employment, leave of absence or sick pay.
3. Not showing up for a shift without notifying the Manager on duty. (No call, no show, no job)
4. Clocking another employee “in” or “out” on the POS timekeeping system or having another employee clock you either “in” or “out.”
5. Leaving your job before the scheduled time without the permission of the Manager on duty.
6. Arrest or conviction of a felony offense.
7. Use of foul or abusive language.
8. Disorderly or indecent conduct.
9. Gambling on the Brewpub property.
10. Theft of customer, employee or Brewpub property including items found on Brewpub premises.
11. Theft, dishonesty or mishandling of Brewpub funds. Failure to follow cash, guest check or credit card processing procedures.
12. Refusal to follow instructions.
13. Engaging in harassment of any kind toward another employee or customer.
14. Failure to consistently perform job responsibilities in a satisfactory manner within the 60 day Probationary Period.
15. Use, distribution or possession of illegal drugs on Brewpub property or being under the influence of these substances when reporting to work or during work hours.
16. Consuming alcohol while on the clock beyond tasting. Tasting is allowed for those over 21 who are serving a new alcohol, cooking with a new alcohol or brewers performing quality

checks. Tasting means dipping a straw to taste liquors or pouring few ounces in a sample glass for beer.

17. Waste or destruction of Brewpub property.
18. Actions or threats of violence or abusive language directed toward a customer or another staff member.
19. Excessive tardiness, excessive breaks, or excessive early departures.
20. Habitual failure to punch in or out.
21. Disclosing confidential information including policies, procedures, recipes, manuals or any proprietary information to anyone outside the Brewpub.
22. Rude or improper behavior with customers including the discussion of tips.
23. Smoking or eating in unapproved areas or during unauthorized breaks.
24. Failure to comply with Brewpub's personal cleanliness and grooming standards.
25. Failure to comply with Brewpub's uniform and dress requirements.
26. Unauthorized operation, repair or attempt to repair machines, tools or equipment.
27. Failure to report safety hazards, equipment defects, accidents or injuries immediately to management.

Harassment



It is this Brewpub's policy to be free of harassment of any kind and treat all personnel with dignity and respect and make personnel decisions without regard to race, sex, age, color, national origin, religion or disability. Employees are encouraged to promptly report harassment.

Sexual Harassment

All of our employees have a right to be free from sexual harassment. **Floyd County Brewing** does not condone actions, words, jokes or comments that a reasonable person would regard as sexually harassing or coercive.

Definition of Sexual Harassment

Sexual harassment encompasses any sexual attention, from either gender, that is unwanted and is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- ▶ Submission is made an express or implied term or condition of employment or status in a class, program or activity.
- ▶ Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or grading a course).
- ▶ The conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating, hostile or offensive environment for work or learning, including harassment in the workplace from an outside party, such as a vendor.

Sexual harassment may take many forms, for example:

- ▶ Physical assault.
- ▶ Direct or implied threats that submission to sexual advances will be a condition of employment, work schedule, promotion, job assignments, evaluation, wages or any other condition of employment.
- ▶ Direct propositions of a sexual nature.
- ▶ Comments of a sexual nature.
- ▶ Sexually explicit statements, questions, jokes or anecdotes.
- ▶ Unnecessary touching, patting, hugging or brushing against a person's body.
- ▶ Remarks of a sexual nature about a person's clothing, body, sexual activity or previous sexual experience.
- ▶ Employees need to be concerned not only with the intent of their actions of this kind but also the effects; while sexual harassment involves repeated, unwanted sexual attention, persons involved in isolated or inadvertent incidents demonstrate insensitivity toward others.
- ▶ Anyone who feels it necessary to discuss what may appear to be sexual harassment should report the harassment promptly to at least two people who are in a supervisory or management capacity. Your report will be kept as confidential as possible. A prompt and thorough investigation will be made. If a claim is substantiated, the Company will take immediate and appropriate action, including discipline and possible termination.

Absences



Punctual and regular attendance is an essential responsibility of each employee at Floyd County Brewing Company. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

Excessive absenteeism is defined as three or more occurrences of unexcused absence in a 60-day period and will result in disciplinary action. Ten occurrences of unexcused absence in a 12-month period are considered grounds for termination. Absences are recorded in the Sling App.

FCBC ATTENDANCE POINT SYSTEM

.5 - point for **tardiness** up to 2 hours

1 - point for **unexcused absence**

4 - points for a **no call no show**

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

Excused absence occurs when all the following conditions are met:

- The employee has covered their own shift by offering it up on the scheduling app sling, and having it approved by Management. (Offering your shift does not excuse the absence, it must be covered by another employee who can work the shift.)
- Bereavement of Immediate Family Member (with documentation)
Immediate family member is defined as parent, spouse, sibling, or child.
- Jury duty (with documentation)

Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later two hours prior to the employee's scheduled starting time on that same day. If the employee

is unable to call, he or she must have someone make the call. Failure to notify supervisor within these guidelines will be considered a **no call no show**.

An unexcused absence counts as **1 point** for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences because of illness or injury must give management proof of physician's care and a fitness for duty release prior to returning to work.

Tardiness, Breaks & Early Departure



Employee expectations include:

1. Tardiness: Report to work 10 to 15 minutes before your shift. If employees cannot report to work as scheduled, they **must notify their supervisor no later than two hours prior to their scheduled starting time**. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. *Tardiness under 2 hours is 0.5 a point. Tardiness more than two hours is 1 point.*
2. Breaks: Return from supervisor approved breaks in a timely manner, and remain on premise while clocked in. Indiana permits one or two paid breaks totaling up to 30 minutes for a shift that is 6 hours or more. Employee break time above 30 minutes is unpaid and should not occur on the clock.
3. Early Departure: Work the full scheduled shift, and until released to leave by their supervisor on duty. Early Departure is leaving before end of shift without being released by their supervisor. Employees who must leave work before the end of their scheduled shift must notify a supervisor on duty immediately. This notification does not excuse the early departure. *Early Departure under 2 hours is 0.5 a point. Early Departure more than two hours is 1 point.*

Resignations



You are requested to give a two-week notice of your plans to leave the Brewpub. A notice is important so that we have time to hire someone to take your place. Giving a two-week notice is a professional courtesy and assures that you are eligible for re-hire and will not have “left without resignation notice” on your employment record.

Payment Procedures



Time Clock Procedures

You should arrive at the Brewpub 10 to 15 minutes before you are scheduled to start work. Notify the Manager on duty that you have arrived for your shift. You may clock in within 5 minutes of the start of your shift. All hourly employees are given an employee ID to clock in and out on the Brewpub's timekeeping system.

Tampering, altering, or falsifying time records or recording time on another employee's ID number may result in disciplinary action, including termination.

Tip Reporting

As an employee of a Brewpub, all the tips you receive, whether in cash or included in a credit card transaction, is taxable income to you. You are required, by federal law, to report and record your actual tips for each shift.

At the end of each shift, tipped employees must disclose on the Server Check-Out screen of the POS system, the amount of credit card tips and total tips less any tips shared with any other employees. Your tips will be recorded and reflected in total on your paycheck stub. Endorsement of your paycheck indicates that you acknowledge that your tip information on the stub is accurate and correct.

It is the employee's responsibility to comply with IRS requirements of reporting all your tip income. While you are responsible for reporting all of your tip income, the Brewpub may be required to allocate additional tip income to any tipped employee not declaring at least 8% of their gross sales as tip income.

We strongly encourage you to accurately report your tip income. This will reduce the chances of you being audited by the IRS and allows you to qualify for greater social security, unemployment and worker's compensation benefits.

Payroll Checks

Paychecks are bi-weekly and on direct deposit. Pay stubs are emailed. Your pay stub will indicate your gross earnings as well as deductions for federal and state withholding taxes and social security and Medicare taxes authorized by you based on the information you furnished to us on form W-4. If you want an explanation of your deductions or if you wish to change them in any way please notify Julie Hampton. As per state law, the Brewpub complies with court orders in connection to garnishments from employee paychecks as directed by the proper authorities. You will be notified of any court-ordered payroll deductions.

Change of Address

We ask that you report any address changes to immediate supervisor as soon as possible so your year-end statement of income and deductions, form W-2, will be mailed to the correct address.

Holidays

Due to the nature of the Brewpub business you may be required to work holidays. It is currently our policy to close the Brewpub for business on Thanksgiving Day and Christmas Day.

Worker's Compensation

Worker's compensation provides benefits for employees who suffer personal injury from accidents or illnesses arising out of, and in the course of, their employment with the Brewpub. An employee who is injured on the job, regardless of the severity of the injury or illness, should:

- ▶ Report the occurrence to the manager on duty.
- ▶ The manager on duty will need to obtain information as to exactly what happened, how the injury or illness occurred, the exact time and location, as well as any witnesses to the occurrence.

If an employee experiences a disabling work injury, the nature of which necessitates an absence from work, the Owner will provide the employee with information concerning his or her lawful benefits.

Employee Meals

Employees receive a discount of ½ off the regular price of any one menu items totally \$7 or more for each shift worked. High cost items including (Salmon & Steak) are not eligible items for discount. Employee meals can be purchased either before or after your shift, keeping in mind that you receive one discount for each shift worked. Employee Discount is for food only, not to include Alcohol.

Brewpub Policies & Practices

Customer Service



Our Brewpub exists only because of customers, and in particular repeat customers who voluntarily choose to return here and spend their money on our food and beverages. Without the customer we don't have a Brewpub, they are the only reason we are here. As a result, taking care of our customers is our highest priority, in fact a privilege, never an interruption. At **Floyd County Brewing** the customer always comes first!

Customer Complaints

Nobody enjoys being the recipient of customer complaints, but complaints are to be expected as part of being in the hospitality business. Complaints can even be viewed in a positive light if they are handled properly. Complaints can give us insights as to how to make our Brewpub better, demanding customers force us to be our best and resolving complaints satisfactorily can even increase customer loyalty IF they are handled properly.

When faced with a customer complain:

- ▶ Don't get defensive and try to explain.
- ▶ Remove the offending item immediately.
- ▶ Apologize for the problem and tell the customer you will take care of the problem.
- ▶ If you need the assistance of a manager, don't hesitate to ask.
- ▶ Inform the Manager on Duty EARLY to ensure the situation doesn't escalate.

Do everything you can to let the customer you care and that this isn't the kind of experience you want them to have at our Brewpub.

Service Guidelines

- 1) Do not seat guests if there are no servers with the capacity to take additional tables. The clock starts when seated.
- 2) Once seated, servers should have greeted the guest within 2-3 minutes to provide name, explain specials and obtain drink orders.
- 3) Drinks should arrive in 2-4 minutes, and Starter orders are taken. Entrée orders should not be entered at the same time as Starters or they will come out together and entrees will get cold.
- 4) Starters should arrive in 4-8 minutes, and Entrée orders are taken.
- 5) Entrées should arrive in 10-16 minutes.
- 6) Tables should be visited regularly for satisfaction and drink refill checks. Once nearly completed, Dessert orders are taken.
- 7) Desserts should arrive in 5-8 minutes.
- 8) Always ask if everything was fantastic, and encourage positive reviews, joining the mug club, the loyalty club, or purchasing merchandise to remember their great experience.

Telephone Courtesy

It is everyone's responsibility to answer the phone. Always answer the phone promptly, within two rings. Always answer in a friendly, polite manner: "Good (morning, afternoon, evening), **Floyd County Brewing**, may I help you?"

Respond to any questions that you are absolutely certain. If you are uncertain, ask the person if you may put them on hold for a moment and quickly refer the call to a manager. Always thank the person for calling. Always ask the caller

for their name when they ask to speak to a manager or customer.

Management / Employee Relations



Our managers are committed and trained to provide you with the tools and positive working environment for you to do your job to the best of your ability with minimal distractions. You will be treated with respect and dignity by all of our management personnel and we will try our best to recognize and reward your hard work and accomplishments.

We recognize there may be occasions for misunderstandings and problems to come up. We want to clear up these types of situations in a fair and timely manner and in order to do this we need your help in bringing them to our attention. We want you to know that “management is never too busy to be informed of work-related problems, complaints or disputes of any employee.”

If you have such a problem, you should promptly talk to your immediate supervisor. They will listen in an open, objective and courteous manner. We want to understand and solve if the problem is not resolved to your satisfaction, you should take up the matter with the Manager

Every necessary action will be taken to resolve a problem or settle a dispute in a fair and equitable manner. We recognize our employees as our most valuable resource and we take all employee problems and complaints very seriously. No problem is too small or insignificant and each will be given attention.

Meetings

Staff meetings are held periodically for your benefit as well as for the Brewpub. Meetings are held for a variety of reasons and can include new menu offerings, upcoming promotions and events, training, policies, etc. Such meetings are treated as a shift and attendance is mandatory. Only management-approved absences will be accepted. Most meetings offer employees the opportunity to provide valuable input for feedback and provide suggestions to enhance our working environment and the operation of the Brewpub.

Teamwork

We cannot achieve our goals and provide the highest levels of service to our customers without working together as a team. Teamwork basically boils down to common courtesy and common sense. If a co-worker is overloaded and you're not, help them in any way you can. It's only a matter of time before they will return the favor. Pitch in to help a customer whether they are technically yours or not. If another employee hasn't quite caught on to something and you have, ask if you may suggest another way to do it. Genuine teamwork makes for a much more enjoyable and satisfying work experience and results in happier (and more generous) customers.

Communication

It is important for every employee to have a good sense of "what's going on" in the Brewpub. It is management's responsibility to keep everyone informed of ongoing changes and news affecting the Brewpub and our people. Such communication takes place primarily in pre-shift meetings, general meetings and by posting notices and information to the "bulletin board" in the server's room.

Safety

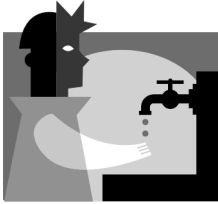


Floyd County Brewing is committed to maintaining a safe workplace for all of our employees. The time to be conscious about safety is before an accident happens. Safety is everyone's responsibility and is a regular, ongoing part of everyone's job.

You will receive more specific, detailed information and training on safety issues as an ongoing part of your employment. However, here are some basic guidelines and safety rules to always keep in mind:

- ▶ Wipe up spills immediately; and display signage to show wet floors exist.
- ▶ Never run in hallways or the kitchen, always walk carefully. Even when it's busy, take small steps and pay attention.
- ▶ Wear shoes with non-slip soles. They cost no more than standard shoes. Ask your manager about where to purchase them.
- ▶ Report defective equipment or tools to a manager immediately.
- ▶ Never operate equipment unless you have been trained how to use it properly.
- ▶ Pay special attention when using sharp knives items.
- ▶ Never try to catch a falling knife. Knives are easier to replace than fingers.
- ▶ Let people know when you're carrying anything hot. Don't be shy, yell out something like, "HOT STUFF COMING THROUGH."
- ▶ Don't put hot food or plates in front of small children.
- ▶ Use proper lifting techniques. Never lift too much. If it's uncomfortable, make two trips or get some help. Remember to always bend at the knees, lift with your legs, not your back.

Sanitation



We are obsessed with sanitation and food safety! Due to the nature of the Brewpub business, it is **ABSOLUTELY ESSENTIAL** that **EVERYONE** follows safe food handling procedures. This is one area of the Brewpub where there is absolutely no compromise. **NEVER** take shortcuts on food safety and handling. Every day we are entrusted with the health and even lives of our customers. This is a huge responsibility, one that we must never take lightly.

While you will receive additional and ongoing training on food safety issues following are some of the basic rules we **ALWAYS** follow and enforce:

Keep your hands washed. Always wash your hands after using the restroom, smoking, touching your hair, eating, sneezing or coughing. If you use latex gloves, change them frequently.

Sanitize everything. Besides clean hands, use sanitizing solution to constantly keep counters, cutting surfaces, and utensils. This helps to keep food handling areas and preparation tools free of bacteria.

Prevent cross-contamination. Cross-contamination occurs when raw meat comes in contact with other food that will be served without further cooking. For example, never place raw chicken on a cutting board and then cut vegetables for an uncooked product on the cutting board without first washing and sanitizing it first. The same for utensils like knives and portioning tools, always wash and sanitize them after every use.

Keep food at the proper temperatures. Potentially hazardous foods like meat, poultry, dairy and fish should always be stored below 45°. Food that is cooking or in holding should always be above 140°. Bacteria count on food grows rapidly between 45° and 140° so it's imperative that our food products spend a minimum amount of time in the "temperature danger zone."

Store food correctly. Raw meat should always be stored below cooked or prepared food. Raw poultry is always placed on the bottom shelf of the walk-in. Keep chemicals and cleaning products away from food products.

Dress Code



To maintain our image as an exceptional, high quality Brewpub we need to dress the part. Following are detailed descriptions of dress for both the dining room and kitchen positions. If you have any questions regarding our dress code please ask your immediate supervisor

Dining Room Dress Code

Shoes – No open toe shoes. We will try to remain flexible but reserve the right to put in limitations to acceptable foot ware in the future.

Pants & Belts - Pants must be long enough to touch the top of the shoe. Pants should not be baggy or sagging in the back and fit appropriately on the waste. No holes, tears or raggy jeans.

Shirts – Wear only the shirt provided and it should not be cut or altered in any fashion. It must be clean before each shift. Hostesses & Managers may wear their own shirts, preferably dark in color. Additional shirts are available to you at cost

Appearance - Clean and well groomed hair. Hair pulled back off the shoulder. Well groomed hands, fingernails and fingernail polish. Facial hair should be neat and well trimmed. No visible jewelry or body piercings other than in earlobes and small studs for the side of the nose. Seek prior manager approval if unsure.

Accessories - No excessive cologne, perfume, make-up or jewelry. No earrings longer than 1 inch. Hats or unauthorized buttons must be approved in advance.

Kitchen Dress Code

Shoes - Work shoes with non-slip soles that permit walking safely on wet or greasy floors. No tennis shoes.

Pants - Pants must be long enough to touch the top of the shoe. Pants should not be baggy or sagging in the back

and fit appropriately on the waste. No holes, tears or raggy jeans

Appearance - Clean, well groomed hair, hands and fingernails. Facial hair should be neat and well trimmed. Hair restraints should be used for all in the kitchen.

Accessories - No excessive cologne, perfume, make-up or jewelry. Hair restraints must be neat and in good taste.

Accidents and Emergency Situations



Report all accidents, no matter how minor they seem, to the manager on duty. In the event of an emergency, like an apparent injury or choking situation, notify a manager immediately. Managers are responsible for administering CPR, choking procedures or appropriate first aid.

Crime and Robbery

If you are ever involved in a robbery, **DO NOT RESIST**. Statistics show that people, who resist, are three times more likely to be injured than people who do not resist. The safety of you, your fellow employees and customers are our highest priority. Don't be a hero, always cooperate fully and do not resist!

Fire Protection

All employees must know the specific location and operation of fire protection in the Brewpub. The Brewpub is equipped with many fire-extinguishing systems in the ducts, hood, over the stoves and other cooking equipment that contains a dry chemical. They can be set off immediately by pulling the ring attached to each system. We also maintain hand held CO² systems strategically placed around the Brewpub. Make yourself familiar with their locations. Be very specific before setting off a fire alarm or notifying someone to take action.

If the fire alarm sounds, assist guests to the nearest fire exit and out of the building immediately. Tell them the Brewpub is under "Fire Alarm Status" and it is their responsibility to leave the Brewpub through the nearest exit.

Alcohol Serving Policy



As a Brewpub that sells alcoholic beverages, we are committed to sensible, socially responsible consumption of alcohol. We help to ensure our customers' and other members of the community's safety by educating our employees on responsible service and management of alcohol. We want our customers to enjoy alcoholic beverages in moderation, but if a customer shows signs of drinking too much, a manager should become informed immediately.

Employees who serve customers must abide by the Brewpub's policies on alcoholic beverage service:

1. We will not knowingly allow anyone on our staff that is under the legal drinking age to serve, consume or dispense alcoholic beverages.
2. We will not serve alcoholic beverages to an intoxicated person, or allow an employee who is intoxicated to serve. We do not allow employees off the clock to consume more than the following; and recommend to watch customers closely for the need to cut off when they have consumed:
 - (2) 20oz mug pours
 - (3) Glasses of Beer
 - (2) Glasses of Wine
 - (2) Cocktails
3. We will not knowingly serve a person alcoholic beverages to a person under the legal drinking age. It is

our policy to card anyone who appears to be under 30 years old.

4. We will offer nonalcoholic alternatives such as soft drinks, coffee, juice, etc and encourage them to sober up before driving or better yet call for transportation.

Proprietary & Confidential Information

It is illegal to steal, copy or communicate or transmit a former employer's confidential or proprietary information. Proprietary information is defined as "the whole or any part of any scientific or technical information, design, process, procedure, formula, or improvement that has value and that the owner has taken measures to prevent from becoming available to persons other than those selected by the owner to have access for limited purposes." Our internal business practices, procedures and recipes are of great value to **Floyd County Brewing**. Employees are not to disclose any proprietary processes or recipes to any person unless directed to by **Floyd County Brewing's** management team. **Floyd County Brewing** will institute civil action against anyone who violates this policy.

Solicitation

Employees - There should be no solicitation or distribution of literature of any kind by any employee during actual working time of the employee soliciting or the employee being solicited. Working time does not include lunch and rest breaks. Any employee who violates any part of this policy will be subject to counseling and disciplinary action up to and including dismissal.

Non-Employees - Non-employees are prohibited from soliciting and distributing literature at all times anywhere on Company property. Non-employees have no right of access to any area of the premises other than areas open to the public, and then only in conjunction with the area's public use.

HANDBOOK ACKNOWLEDGE RECEIPT

This Employee Handbook does not constitute a contract of employment either in whole or in part. The Company, reserves the right to add, delete, or change any portion of the Employee Handbook with or without notice.

In order to become and maintain employment, a receipt showing acknowledgement of this handbook is required by completing the online form at:
floydcountybrewing.com/handbook

The receipt acknowledges you have read, the Employee Handbook that outlines my benefits and obligations as an employee of **Floyd County Brewing**. Acknowledges you understand the Standards of Conduct and each of the rules and regulations which you are expected to follow, as well as the additional policies. You agree to abide by all of them.

All employees are expected to conform their conduct to the rules and regulations as set out in this handbook, and understand that they are at-will employees. The contents of any Employee Handbook, including this one, that may be distributed during the course of their employment shall not be construed to be a contract or in any way binding. The Company reserves the right to change, at its discretion, the contents of this handbook.

POLICY STATEMENT

This handbook is a general guide and provisions of this handbook do not constitute an employment agreement (contract) or a guarantee of continued employment. It is simply intended to outline the benefits and work requirements for all employees. It is further understood that the Company reserves the right to change the provisions in this handbook at any time. It is policy of the Company that employment and compensation of any employee is at will and can be terminated with or without cause, at any time, at the option of the employee or at the option of the Company.