

Welcome to the Red Caboose!

**On behalf of your colleagues, we welcome you and wish you every success here.**

We believe that each employee contributes directly to our growth and success on the whole, thus one of our objectives at The Red Caboose is to provide a work environment that is conducive to both personal and professional growth and we hope you will take pride in being a member of our team.

**This handbook outlines the policies, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees. The employee handbook will answer many questions about employment with The Red Caboose so I suggest that you familiarize yourself with the contents of the employee handbook as soon as possible**

No employee handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, The Red Caboose reserves the right to add new policies, and to change or cancel existing policies at any time. We will notify you of any changes to the handbook as they occur

**We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!**

Sincerely,

**Owner, Richard & Beth Kramer**

**General Manager, Randy Walker**

## **Customer Relations**

Customers are among our organization's most valuable assets. Each of you represents The Red Caboose to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

The Red Caboose will provide customer relations and services training to all employees who have extensive customer contact. Remember that your contacts with the public in person, over the telephone, and through all your communications reflect not only on you but also on The Red Caboose as a whole. Positive customer relations will not only enhance the public's image of The Red Caboose, but also pay off in greater customer loyalty.

This also holds true for when we are off duty and wearing our logo like a hat or shirt. Be aware of how you represent yourself and The Red Caboose.

## **Business Ethics and Conduct**

The successful business operation and reputation of The Red Caboose is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to The Red Caboose, our customers, and ourselves to act in ways that will merit the continued trust and confidence of the public.

As an organization, The Red Caboose will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Department Manager for advice and consultation.

It is the responsibility of every The Red Caboose employee to comply with our policy of business ethics and conduct. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## Attendance and Punctuality

As an employee of The Red Caboose, we expect you to be reliable and punctual by reporting for work on time and as scheduled. Arrive with enough time to do things like hang up your coat, use the bathroom or change clothing, before you clock in. When you are absent or late, it places a burden on other employees and can impact productivity and service. In the rare instances when you cannot avoid being late or are unable to work as scheduled it is your responsibility to make every effort to cover your shift and to notify your supervisor as soon as possible so that appropriate arrangements can be made.

Because unplanned absences can be disruptive to work, a poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment.

## Timekeeping

Employees are responsible for accurately recording the hours they work. This information also helps The Red Caboose comply with the laws that require us to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time spent performing assigned duties.

You must accurately record the time you begin and end your work, as well as the beginning and ending time of any meal periods, split shifts, or if you leave the workplace for personal reasons. Also, you always need to receive advance approval before working any overtime hours.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record.

## Personal Appearance

We want The Red Caboose employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers.

During business hours or whenever representing The Red Caboose, you are expected to present a neat and clean appearance and should not be distracting. You should always dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing in person with customers or visitors.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance. We may, when necessary, make reasonable accommodation in the personal appearance policy for a person with a disability.

Because personal style can be important to people, we do not want to restrict individual tastes unnecessarily. However, to give additional guidance, we expect The Red Caboose employees to follow the personal appearance guidelines below:

- \* Shoes must provide safe, secure footing, and offer protection against hazards.
- \* Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- \* Excessive makeup is not permitted.
- \* Offensive body odor and poor personal hygiene is not professionally acceptable.
- \* Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- \* Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- \* Multiple ear piercings (more than one in each ear for males- two for females) are not professionally appropriate and must not be worn during business hours.
- • Visible excessive tattoos and similar body art must be covered during business hours.

## Workplace Etiquette

The Red Caboose strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues can arise when employees may be unaware that their behavior at work may be disruptive or annoying to others. Very often you can address these day-to-day issues by politely talking with your co-worker to bring the perceived problem to his or her attention.

In most cases, common sense will dictate an appropriate resolution. The Red Caboose encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for you to change your behavior because it may be affecting that person's ability to concentrate and be productive.

The following are some workplace etiquette guidelines and suggestions to help you be more conscientious and considerate of your co-workers and the work environment. These are not necessarily intended to be hard and fast work rules with disciplinary consequences. If you have comments, concerns, or suggestions about workplace etiquette, contact the Department Manager.

- \* Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- \* Try to minimize unscheduled interruptions of other employees while they are working.
- \* Be conscious of how your voice travels, and try to lower the volume of your voice when talking to others in open areas.
- \* Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- \* Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- \* Clean up after yourself and do not leave it for someone else to deal with.

## Employee Relations

We believe that the work conditions, wages, and benefits we offer to The Red Caboose employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that The Red Caboose amply demonstrates its commitment to employees by responding effectively to employee concerns.

## Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships..

Although The Red Caboose does not have a policy prohibiting the employment of relatives or individuals involved in a dating relationship of current employees, we are committed to monitoring these situations if a relationship exists in the same area. In case of actual or potential problems, we will take prompt action. This may include reassignment or, if necessary, termination of employment for one or both of the individuals involved. If you are in a close personal relationship with another employee, we ask that you refrain from displays of affection or excessive personal conversation at work.

## Employment Applications

The Red Caboose relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment

## Conflicts of Interest

As an employee of The Red Caboose, you have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. In this policy, The Red Caboose is establishing the framework within which we wish to operate. These guidelines are intended to provide a general direction so that you can get further clarification on areas that affect you. For more information or questions on conflict of interest, contact the Department Manager.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of business dealings with The Red Caboose. For the purposes of this policy, we define a relative as 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.

There is no "presumption of guilt" created by the mere existence of a relationship with outside firms. However, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose this fact to an officer of The Red Caboose as soon as possible. By alerting us to the existence of any actual or even a potential conflict of interest, we can establish safeguards to protect all parties.

The potential for personal gain is not limited to situations where an employee or relative has a significant ownership in a firm with which The Red Caboose does business. Personal gains can also result from situations where an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealings involving The Red Caboose.

## Performance Evaluation

**The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly. In addition, The Red Caboose wants to ensure that you and your supervisor have scheduled, formal performance evaluations. These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future**

## Paydays

All employees are paid bimonthly. The 1<sup>st</sup> to the 15<sup>th</sup> will be paid on the 20<sup>th</sup> and the 16<sup>th</sup> to the end of the month will be paid on the 5<sup>th</sup> of the next month. Each paycheck includes earnings for all work performed through the end of the previous payroll period.

If you are going to be on vacation on a payday, you may receive your earned wages before your vacation begins if you submit a written request at least 2 weeks prior.

We also offer the option of having your pay directly deposited into your bank account once you provide us with the required authorization. When you select direct deposit, you receive an itemized statement of wages on paydays instead of a paycheck.

At The Red Caboose we do not provide pay advances on unearned wages to our employees.

## Work Schedules

Work schedules for employees vary throughout The Red Caboose. Your supervisor will advise you of your specific work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

## Overtime

There may be times when The Red Caboose cannot meet its operating requirements or other needs during regular working hours. If this happens, we may give employees the opportunity for overtime work assignments.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

All employees will be paid overtime compensation in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

## **Vacation**

**Company full-time regular employees are entitled to the following paid vacation schedule per year worked based on length of employment:**

Less than one year .....	No paid vacation time
At least one year but less than 3....	One week of paid vacation
3 years but less than 10.....	Two weeks of paid vacation
Over 10 years.....	Three weeks of paid vacation

Your requested vacation time must be submitted in writing to your supervisor at least two (2) weeks prior to the anticipated vacation date. Vacation time must be taken in full days only. Every effort will be made by Company to accommodate vacation requests; however, business circumstances may not permit all requests to be honored.

Employees are encouraged to use their accrued vacation time for, any unused vacation time will not be carried over and will be forfeited.

## **Sick Leave**

Company provides unpaid sick leave to eligible employees when that employee is away from work due to illness. Unless approved by Company, employees will be limited to four (4) sick days per year. Sick days may be used for your own illness or to care for a sick child. If an employee is unable to work due to illness, the employee must notify his immediate supervisor directly as soon as possible and by the time the employee was to report to work.

Company permits use of available sick days for absence due to the birth or adoption of a child to an employee.

Industrial accidents and illness are covered by Worker's Compensation Insurance pursuant to the requirements of the laws in the state(s) in which Company operates. The sick leave policy outlined above does not apply to those illnesses or injuries that are covered by a worker's compensation policy.

## **Maternity Leave**

Company employees who work a minimum of twenty (20) hours per week and have been employed by Company continuously for twelve (12) months are allowed up to six (6) weeks of unpaid leave after they have given birth to or in conjunction with the adoption of a child. Additional time may be allowed under unusual circumstances and with the permission of your supervisor.

## **Funeral Leave**

Company allows three (3) days off each year without pay for a death in your immediate family. Immediate family is defined as parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, grandparents, and grandchildren. For unusual circumstances you may request up to two (2) additional days; however, your supervisor must approve these additional days in advance.

Funeral leave for the death of anyone other than an immediate family member will require prior approval from your immediate supervisor. Funeral leave for such a death is limited to two (2) days per year.

## **Jury Duty**

Company will provide unpaid time off work for any employee who has been assigned jury duty. You may choose to use vacation time if you wish to be paid for your time away from work while performing jury duty and you have accrued vacation time to use. You will retain any other benefits you had prior to this time, if any. Please provide your immediate supervisor with a copy of the jury summons as soon as possible after you receive it.

## **Health/Life Insurance**

Company makes health and/or life insurance available to eligible employees and their eligible family members. Company contributes to the cost of the premiums for the group benefits, with the employee sharing the remaining cost.

Eligible employees are all regular full-time employees who have completed one hundred twenty (120) calendar days of employment. Please contact a company representative for more information and details on any health or life insurance plans that are being offered.

## **Safety**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, The Red Caboose has established a workplace safety program. This program is a top priority at The Red Caboose. The success of the program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate The Red Caboose safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify the appropriate supervisor. Prompt reporting can ensure legal compliance and quick initiation of insurance and worker's compensation benefits procedures.

## Smoking

In keeping with The Red Caboose's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees as well as to our customers and visitors.

## Visitors in the Workplace

To better protect the safety and security of employees as well as The Red Caboose property and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps to maintain safety standards, safeguard employee and customer welfare, protect equipment and confidential information against theft, and reduce potential distractions and disturbances.

All visitors should enter The Red Caboose at the main entrance. Once authorized, visitors will receive directions or be escorted to their destination. When you have outside visitors, you are responsible for their conduct and taking steps to ensure their safety.

If you see an unauthorized person on our premises, please notify your supervisor immediately or direct the individual to the main entrance.

## Workplace Monitoring

The Red Caboose may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. We use telephone monitoring to identify and correct performance problems with targeted training. We are always striving for improved performance to enhance our customers' image of The Red Caboose as well as customer service satisfaction.

We may conduct video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent acts of harassment and workplace violence.

Because we are sensitive to the legitimate privacy rights of our employees, we will make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.

## Drug and Alcohol Use

The Red Caboose wants to provide a drug-free, healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner.

While on The Red Caboose premises or while conducting business-related activities off The Red Caboose premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. Additionally, we may require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

## Immigration Law Compliance

The Red Caboose is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with The Red Caboose within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

At The Red Caboose you can raise questions or complaints about immigration law compliance without fear of reprisal.

## Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Red Caboose will be based on merit, qualifications, and abilities. The Red Caboose does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of your supervisor. At The Red Caboose, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## Disability Accommodation

The Red Caboose is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

The Red Caboose is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. The Red Caboose will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

The Red Caboose is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## Access to Personnel Files

At The Red Caboose we maintain a personnel file on each employee that includes the job application and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of The Red Caboose. Because this information is highly confidential and we respect your privacy, only persons with a legitimate business reason will be allowed access to personnel files.

With reasonable advance notice, you may review your own personnel file in our offices and in the presence of a person authorized by The Red Caboose.

## Introductory Period

At The Red Caboose we want you to be successful at your job. We have found that having an introductory period can be very helpful to new employees. The introductory period provides you with the opportunity to demonstrate that you can perform your job at a satisfactory level of performance and to determine if the new job meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance.

The introductory period for all new and rehired employees is the first 90 calendar days after the date of hire. If there is a significant period of absence during the introductory period, the period will automatically be extended by the length of the absence. Either during the introductory period or at the end of the period, we may extend the introductory period if we determine there was not adequate time to evaluate performance.

**During the introductory period you are an “employee at will”. This means that either you or Company may choose to terminate the employment relationship at any time, with or without cause, and with or without advance notice.**

**When the introductory period is satisfactorily completed, employees enter the "regular" employment classification.**

## Employment – Classification

Regular Full-Time is an employee who has no termination date and who is regularly scheduled to work 35 or more hours per week. Regular full-time employees may be either hourly or salaried employees.

Regular Part-Time is an employee whose position has no termination date and who is scheduled to work 10 or more hours, but less than 35 hours per week.

Temporary Employee is an employee who is hired for a certain length of time and who is paid only for their hours worked. A temporary employee will not receive any benefits or holiday or vacation pay.

Provisional Employee is an employee who has not yet completed the ninety (90) day provisional period after first being hired.

## Non-Disclosure

It is vital to the interests and success of The Red Caboose that we protect our confidential business information and trade secrets. Confidential information includes, but is not limited to, the following examples:

- \* financial information
- \* marketing strategies
- \* proprietary production processes

Because we consider security breaches very serious, if you improperly use or disclose trade secrets or confidential business information, you will be subject to disciplinary action, up to and

including termination of employment, even if you do not actually benefit from the disclosed information.

## Workers' Compensation Insurance

The Red Caboose provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period or, in the event of hospitalization, immediately.

It is critical that you inform your supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly as possible and also lets us investigate the matter promptly.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither The Red Caboose nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities that we may sponsor.

## Emergency Closings

There could times when emergencies, such as severe weather, fires, power failures, or earthquakes, may disrupt our normal business operations. In extreme cases, these circumstances may require that we close a work facility.

When a facility is officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, you may request to use your available paid time off time, such as vacation.

## Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. These are some of the most common circumstances for employment terminations:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.
- \* Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.
- \* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

We will generally schedule an exit interview at the time of employment termination. The exit interview is an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of any outstanding debt to The Red Caboose, or return of The Red Caboose-owned property. It is also a time for you to voice any suggestions, complaints, and questions you may have.

**Your benefits are affected by termination in several ways. Some benefits may be continued at your expense if you choose. You will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations for continuing them.**

The Federal Consolidated Budget Reconciliation Act (COBRA) is the legislation that provides employees and their covered dependents the right to continue their group health care coverage after a qualifying event. COBRA legislation applies to employers with twenty (20) or more employees.

Upon termination from Company for any reason, an employee has the right to continue group medical coverage at group rates as long as the employee pays the required monthly premium.

COBRA gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Company's health plan when a "qualifying event" would normally result in the loss of eligibility.

Under COBRA, the employee will usually pay the full cost of coverage at group rates plus an administration fee. Company provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Company's health insurance plan.

## Resignation

Resignation is defined as a voluntary act initiated by an employee to terminate employment with The Red Caboose. Although there is no requirement that you give advance notice, doing so can reduce the impact on your co-workers and productivity. We request a resigning employee submit a written notice of resignation at least 2 weeks in advance.

Before an employee leaves, we will schedule an exit interview to better understand the reasons for resignation and to go over any resulting benefit changes.

## Sexual and Other Unlawful Harassment

The Red Caboose is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.

- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

**If you experience (or witness) sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Department Manager or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.**

**All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation**

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Department Manager or any member of management so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## Return of Property

As part of your job, you may be issued or given temporary possession of The Red Caboose property, materials or written information.

You are responsible for the control of The Red Caboose property in your possession and expected to return it promptly when requested or if your employment ends.

## Uniforms

**Wait staff will be issued 2 (two) shirts and 1 (one) apron.**

**Kitchen staff will be issued 2 (two) shirts and 2 (two) pairs of pants**

**It is the responsibility of the employee to keep all Red Caboose clothing neat and clean.**

All issued clothing needs to be paid for or returned cleaned and undamaged upon termination of employment.

## EMPLOYEE ACKNOWLEDGEMENT FORM

**The employee handbook describes important information about The Red Caboose and I understand that I should consult the Department Manager regarding any questions not answered in the handbook.**

**Since the information, policies, and benefits described in the handbook are subject to change as needed, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that only the chief executive officer of The Red Caboose has the ability to adopt revisions to the policies in this handbook.**

**Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.**

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_