

DAILY'S MARKET, LLC

EMPLOYEE POLICIES AND GUIDELINES

- updated June 2019 -

EMPLOYEE BREAKS

Personal Breaks

Daily's Market, LLC employees are offered one (1) paid personal break totalling fifteen (15) minutes for every four (4) hours of continuous shift-work. The fifteen (15) minute break may not be broken up into smaller breaks and must be taken during the shift in which it is earned. Personal breaks may not accumulate from shift to shift or from day to day.

Lunch/Dinner Breaks

Additionally, employees may take a thirty (30) minute unpaid break for lunch and/or dinner when working a shift(s) totalling eight (8) or more hours. Employees will clock out for this break and clock back in immediately upon return.

Expectations and Guidelines

It is expected that any and all personal needs will be fulfilled and/or accomplished during personal and/or lunch/dinner employee breaks. Additional time is not given to employees for phone calls, moving/parking vehicles, and/or smoking.

Break and Time-clock Adjustments

If an employee fails to clock in and/or out before and/or after a break, they must adjust their time via the form found at DailysMarket.com/employees.

DRESS CODE

Daily's Market, LLC employees follow the dress code of the following:

1. Close-toed shoes (during all seasons);
2. Black t-shirt and/or long-sleeve shirt without writing, text, graphic design, images, or logos;
3. Clean and pressed pants or shorts; and
4. Daily's Market name tag with handwritten name (in black ink/marker).

EMPLOYEE PARKING

Daily's Market, LLC employees do not receive dedicated street and/or parking lot parking passes or credentials. Employees, if using vehicles to attend their shifts, will park at their discretion and judgement. Daily's Market, LLC does not give employees paid or unpaid time to move vehicles and/or re-park vehicles. Unless an employee is completing an off-site or on-site duty/task/project which requires a personal vehicle while working, Daily's Market, LLC does not reimburse employees for parking fees and/or parking tickets.

EMPLOYEE SCHEDULING AND SHIFTS

Schedule

Daily's Market, LLC will, predictable and when possible, have employee work schedules available with, at a minimum, one week in advance. Daily's Market, LLC work schedules will be found and placed on DailysMarket.com/employees. Employees will correspond with their manager(s) and/or store owners to receive this schedule if it is not available or visible.

Time-off Request

Employees should use the TIME-OFF REQUEST form found on DailysMarket.com/employees to request specific days/shifts off. If an employee does not log this form and they are scheduled on a day they would have requested, it is their responsibility to either fulfill that shift or find another employee to fulfill their shift. Time-off requests will be granted on a first-to-submit-first-to-receive policy. The form will collect time-of-submission as part of its entry.

Missed/Unfulfilled Shifts

Daily's Market, LLC employees are given three (3) circumstances of missing and/or not attending a scheduled shift with a less than twelve (12) hour notice. If an employee uses all three circumstances, they will be placed on a schedule probation: If the employee would miss and/or not attend a fourth shift, their employment will be terminated.

BENEFITS

Daily's Market, LLC does not offer independent contractors, full-time employees, or part-time employees formal benefits including a benefits package or granted or earned paid vacation.

COMPENSATION

Compensation Criteria

Daily's Market, LLC will offer fair compensation to employees defined by the criteria of: Age, experience, responsibilities, and skill-set.

Payroll Calendar

The current year's payroll calendar can be found on DailysMarket.com/employees.

DISCRIMINATION

Daily's Market, LLC will not discriminate its potential employees, current employees, future employees and/or their compensation based on age, race, sexual orientation, religious beliefs, or personal values/morals. Any discrimination and/or mistreatment between Daily's Market, LLC employees will not be tolerated and may result in immediate termination.

STORE CLEANLINESS

A well-kept, clean store with clean and tidy fixtures, displays, and equipment are items Daily's Market, LLC values, ensuring its customers' experience during each and every visit. Daily's Market, LLC employees should also value this and follow regular, planned, scheduled, and routine cleaning procedures. Daily's Market, LLC employees should also value the importance of executing unpredicted and unpredictable cleaning and tidying to make sure our store is always presentable and clean.

STORE HOURS/HOURS OF OPERATION

Daily's Market, LLC will attempt to offer predictable hours of operation; however, the hours of operation may change at any time and without warning to ensure the needs of our customers are met. These changes may include the adjustment of hours for holidays, seasons, special events, and/or customer requests. Daily's Market, LLC employees hold the responsibility of flexibility with changing hours of operation which may include being scheduled for work on holidays and/or weekends.

ON-SITE RESTROOMS

The restrooms on-site are not owned and/or leased by Daily's Market, LLC and are, contractually, available for tenants and tenant employees of the Johnson Building only. Daily's Market, LLC may not allow their restrooms on-site to be used by customers and/or clients. Additionally, Daily's Market, LLC values outstanding tenantry with the building and its owners and will strive to keep its facilities, including restrooms, clean, tidy and well-maintained.

NAME (PRINTED): _____

SIGNATURE: _____

DATE: _____