

## **CONDITIONS OF EMPLOYMENT**

1. The phone is for business purpose only. Use is restricted to calling for rides etc. You must get management permission to use it. Cell phones must be put away while on shift.
2. All staff meals must be rung into the cash register before the order is made. Staff discount is for employees only; friends and family must pay full price even if accompanied by an employee.
3. Chewing gum or eating anything while on shift is not permitted.
5. The Trees uniform is to be worn exactly as detailed in the trainee handbook. Proper grooming and jewelry standards must be followed at all times.
6. All cash handling policies are to be followed all the time.
8. It is your responsibility to know your work schedule. No shows will not be tolerated and is just cause for immediate dismissal.
9. It is your responsibility to find someone to take your shift (with management permission) should you not be willing or able to work it once the schedule has been posted.
10. Reserving days off is a privilege, not a right. There is a limit of three staff on any day. This includes weekdays, weekends and holidays. Every effort will be made to accommodate requests for days off, however, there are no guarantees that every request will be fulfilled. Reserving more than 3 days for full time and 4 days for part time employees during one week requires management approval beforehand. Vacation time must be pre-arranged with the manager.
11. Employees must arrive with enough time prior to the start of any shift in order to be on the floor and in position by the start of the shift. Tardiness is not acceptable.
12. All employees are expected to do their share of cleaning. Failure to participate in cleaning programs and general upkeep of the premises is not acceptable.
13. Giving discounts or giving away food is considered theft and will be dealt with accordingly.
14. All staff members must do their part to help control costs.

15. When calling in sick, a doctors note must be presented upon your next shift.

I have read and fully understand all items on this list. I accept these Terms of Employment and should I not adhere to any or all of these terms I will face termination.

Signed,

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Date:

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Manager's signature:

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