



Trees Organic
COFFEE & ROASTING HOUSE

Policies & Procedures

Breaks & Staff Meals

Employees are required to take a 30 minute unpaid break on any shift of five hours or longer. Shifts of less than five hours in length are not entitled to a break.

Breaks must be taken at a time that will not negatively impact customer service. Management must plan break schedules around busy times such as morning or lunch rush. Managers and staff must also adapt break schedule plans if business levels change unexpectedly.

While on a break, employees must not distract other employees who are currently working and must not stand idle in server areas.

If having a meal during break time, employees are required to pay for all food they will consume (see employee discount policy), and are to consume food either out of view of customers or while seated in the dining area. There is no eating permitted in server areas.

Employees who smoke must do so at least six meters (18 feet) from any door, window or air vent, as per City of Vancouver Bylaw. There is no smoking permitted inside any part of the café at any time.