

*HORN'S GASLIGHT BAR*  
*THE YANKEE REBEL TAVERN*

EMPLOYEE  
POLICY  
HANDBOOK

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

Dear Employee,

We are pleased to welcome you into our business family.

As a new member of our family, we have prepared this handbook to further acquaint you with our organizations and help answer any initial questions you might have.

Our goals are simple – to furnish a clean, comfortable and interesting atmosphere, and provide quality food with professional service. When we accomplish these goals efficiently, our customers will be satisfied and will continue to visit Horn's Bar and The Yankee Rebel Tavern. They will also recommend us to their friends and thereby help build our business.

You play an important role in reaching these goals and we want to know you have our support and in order to help you understand what we expect we have created this policy handbook. Each policy is explained in an uncomplicated manner. The fulfillment of the policies in this handbook are conditions for your employment. Discuss any questions you might have with your manager, office manager or one of us.

We wish you much success with our companies and hope you find working with us here on Mackinac Island a rewarding experience.

Sincerely,

Patti Ann and Steven Moskwa, Owners

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

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# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section A** **FOR THE RECORD** **Company History**

### **Horn's Gaslight Bar**

In 1915 Ed Horn began working for the Michigan Life Saving Service located at Round Island Lighthouse before the U.S. Coast Guard was in charge of lighthouses. He was stationed on Mackinac Island with his wife, Violet, and their three sons, Amos, Archie and Raymond.

In the late 1920's, Edward and Violet leased the current Horn's Bar building and ran a pool hall and snack shop business which was to become the current Horn's Gaslight Bar. After the prohibition era ended in 1933, Horn's Bar was one of the first liquor licenses issued and was open year around and became a favorite of locals and tourists alike. The name of the business has changed a few times from The Palm Café, to simply Horn's Bar, and currently to Horn's Gaslight Bar. Ed Horn passed away in the early 1950's and Patti's Grandfather Amos, and Grandmother Nell ran the business till the late 1970's. Her grandparents passed the business on to Patti and kept it in the family for a third generation. Patti and Steven have been running the business since 1979.

The Moskwa's have worked to update the interior of the bar giving it the look of a turn of the century saloon since taking over the business. Prominent features include the tin ceiling and the old back bar which is a replica of an original Brunswick design, built by Holsinger Manufacturing of Kawkawlin, Michigan.

Horn's is a full service bar/restaurant open for lunch and dinner, seven days a week from May through October. We are known as one of Mackinac Island's favorite drinking saloons and nightspots with entertainment and dancing and have a seating capacity of 125. Horn's is also a favorite for Mexican/Southwestern dining, along with our traditional American fare.

### **The Yankee Rebel Tavern**

Built in 1995, the Yankee Rebel has gained a reputation of serving quality food in a comfortable setting. The theme of the restaurant is an early 1800's tavern. A tavern at that time was a place to gather and meet with friends and dine. The décor includes a fireplace, period lighting and the rich wood tones of tables and chairs. Seating capacity is 145. Open for lunch and dinner seven days a week with a full service bar that offers a wide selection of wines by the glass. Group functions such as rehearsal dinners, wedding receptions, reunions, etc. are often held here as well.

The Yankee Rebel Tavern is named after Ambrose Davenport who was enlisted with the U.S. Army and assigned to Fort Mackinac on Mackinac Island in the late 1700's. Upon leaving the Army he stayed on Mackinac, became a landowner, married and started a family living in the current west bluff area. When the War of 1812 started the British captured the Island and took control of the Fort Mackinac. They required all residents to swear allegiance to the English

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section A**

FOR THE RECORD (continued)

Crown. Ambrose and a few other prominent men of the island would not do so and were arrested by British and interred at Fort Detroit till the end of the war. When Ambrose refused he simply and proudly declared "I was born in America and am determined, at all hazards, to live and die an American citizen." His wife and family remained on the Island. Mrs. Davenport was harassed and insulted by the British as they referred to her as "the wife of the Yankee Rebel". Ambrose returned home to his wife and family in 1815 following the end of the war and lived on his farm until he died at the age of 87 in 1858. His homestead still remains standing today.

## **Quality Statement**

Horn's Bar and The Yankee Rebel Tavern's primary objective upon opening the doors each day is to serve quality products in a comfortable atmosphere with friendly and professional service. Treat each and every customer as you would want to be treated when you dine out. Each employee should strive to uphold this standard, as his/her job performance will be measured by it.

## **General Information**

### **Horn's Bar**

P.O. Box 514  
7300 Main St.  
Mackinac Island, MI 49757  
(906) 847-6154, fax (906) 847-6155  
www.hornsbar.com

### **Yankee Rebel Tavern**

P.O. Box 1880  
1493 Astor St.  
Mackinac Island, MI 49757  
(906) 847-6249, fax (906) 847-6249  
www.yankeerebeltavern.com

**Owners** – Patti Ann and Steven Moskwa

**Email Address** – smoskwa@earthlink.net  
pamoskwa@earthlink.net

**Office Manager** –

**Equal Opportunity Employer** Horn's Bar and The Yankee Rebel Tavern do not discriminate according to race, color, creed or national origin. Each applicant's opportunity for employment is based on his/her ability to perform the job.

**Emergency Procedures in an Emergency Situation** If a customer or fellow employee is ill or injured, notify the shift manager or office manager immediately. Try to keep the ill or injured person calm and relaxed. The manager will then take necessary actions (e.g. apply first aid, notify an owner, call an ambulance, etc.). 911 is the number to call in case of an emergency.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section A**

FOR THE RECORD (continued)

**Employee Parking** Employees are to park their bikes in city bike racks located behind the taxi stand, at the side of Community Hall or by Marquette Park on Turkey Hill Road. We suggest you do not park on Main St. during the day as it is often too crowded. Also lock your bike at all times! No parking of bikes in housing or hallways of housing. Parking your bike on the street overnight will result in the city police impounding it (\$15.00 to retrieve it). All bikes are to be licensed through the police department. There is a \$3.50 fee for this.

**Employee Entrance** At Horn's Bar, employees may enter through the front door or side kitchen door when reporting to work. At The Yankee Rebel Tavern, all employees are required to enter through the back kitchen door, not through the front door or side doors.

**Bulletin Boards** General information such as employee schedules and other notices will be posted on the bulletin board located in the kitchen of each restaurant. All employees should check them daily.

**Personal Belongings** Employees are encouraged not to bring valuables into the restaurant. Horn's Bar and The Yankee Rebel Tavern are not responsible for personal belongings that are brought to work. All personal items are to be stored in the lockers at the Yankee Rebel Tavern in the basement for your use during your shift. You must supply your own lock. At Horn's Bar, employees may keep their belongings in the employee bathroom, but they must be removed at the end of your shift. Do not keep items overnight in the employee bathroom or behind the bar.

**Use of Company Telephones** Employees are not permitted to make local or long distance personal calls. We do not want friends and family calling you while at work unless it is an emergency. **Reminder: Cell phones are to be turned off during working hours.**

**After Your Shift** When you are off duty do not wear your uniform – in our restaurants or at any other establishments. You are welcome to stay after your shift for a drink or meal (without your uniform on); however, if the restaurant gets busy, you may be asked to give up your seat. When you are off duty we ask that you do not talk to your co-workers who are still working.

**Probation** All employees will be on probation for the first 14 days of their employment. Employment can be terminated during or after this period if the owners feel that you are not working up to their expectations.

**Grievances** If at any time an employee has a complaint or problem with a fellow employee or a manager, the employee should put their grievance in writing and present it to the office manager. Grievances will be brought up to the owners at the earliest time possible.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section A**

FOR THE RECORD (continued)

**Re-employment of Former Employees** It is our policy not to rehire employees who have quit or have been terminated. Temporary employees or employees released due to a reduction in the work force can be rehired.

**Age Limitations** State Law mandates that staff must be at least 18 years of age to serve alcohol.

**Hours of Operation:** Horn's - 10:30am until 2:00am, Yankee Rebel – 11:00am until 1:00am depending on the season.

**Pay Period and Pay Day** The restaurants generate payroll on a biweekly basis. The pay period begins on Monday at 8:00AM and ends on the following Sunday at 7:00AM. Checks will be ready on Fridays after 2:00PM. You may pick them up at the bar. Please do not ask for your paycheck early. Ask the bartender or manager to get it for you.

**Payroll Deductions** Social Security tax, federal and state withholding taxes are deducted from each paycheck. These taxes are required by law. You are allowed to claim one exemption for each dependent (spouse, children and parents), including yourself, on your "W-4" form. Please report any change of address, marital status and number of dependents to the office manager. If you live in our housing, with your approval, rent will also be deducted from each paycheck.

**Overtime** Is paid to hourly employees who work more than 40 hours in a week. The pay rate for overtime is 1½ times regular pay. All overtime not scheduled must be approved in advance by an owner or the office manager, except in emergency situations.

**Training Pay** During training, each new server will be paid minimum wage. The training period for most employees is 2 to 3 days. Tipped employees do not receive tips until they've finished their training.

**Tipped Employees** Employees who receive tips will have them reported each pay period as income on their paycheck. Those employees who have worked a group function will receive their tip in that pay period's paycheck as long as the business has received payment for services. Do not anticipate receiving your tip the day of the function.

**Work Schedules** It is every employee's responsibility to check posted schedules. Schedules are posted in the kitchen of both Horn's Bar and The Yankee Rebel Tavern. Schedules sometimes change, so it is up to you to check it frequently. You are not to change your schedule without first asking permission of an owner or the office manager and receiving approval. Expect to work primarily 6 days a week with an occasional 5 day week with 2 days off.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section A**

FOR THE RECORD (continued)

**Breaks** Break times may be listed on the posted schedules. But every employee should remember there will be times when breaks have to be rearranged because of conditions inside the restaurant. If you take more than a 15 minute break you are to clock out. If you work a split shift, you are to clock out between shifts. Do not anticipate taking a meal or cigarette break between 12:00noon and 3:00pm or between 5:00pm and 9:00pm.

**Housing** Our housing units are for our employees only. You could have from one to three roommates. Housing cost depends on your position with us. Housing rent ranges from \$80.00 on up per week, depending on your position and the type of housing you are assigned. Rent is paid every two weeks, either by personal check, cash or payroll deduction. Note; Payroll deduction requires signing a payroll debit agreement. You are expected to keep your housing clean and clear of trash. Everyone will be assigned a time or times to take the trash out or clean up the common areas of the unit they live in. All tenants of our housing are expected to pitch in. Parties are not allowed. There is a \$100.00 rental deposit and a non refundable \$50.00 cleaning deposit required upon arrival. If you do not have deposit money available at your starting date, an incremental payroll debit is offered. Rental deposit will be fully or partially returned based upon an inspection of your housing unit by manager or owner. You must have cleaned your room to the condition it was upon your arrival; have turned in your housing key; uniform tops and removed all trash or recyclables to the appropriate receptacles. Whether or not you receive any amount back will be up to the discretion of the owners. If you decide that you do not wish to be in our housing any longer or you are leaving our employment, you must give us two weeks notice that you are leaving if you are to receive any of this fee back.

### **Housing – Smoke Alarms**

All of our housing has smoke alarms installed in each bed room as well as common living areas. In kitchens and some common living areas there may be a high heat alarm instead of a smoke alarm because of kitchen fumes or smoke from cigarettes. Most all are hard wired to each other or a fire alarm panel so that when one goes off all the others go off as well. ***Do not take them down or tamper with them!*** Report any alarms that go off to Mary Wojcik or Patti Ann or Steven. Call us at work – Horn's 847-6154, Yankee Rebel Tavern 847-6249 or home 847-3766. Do not just take down and discard or hide!

Almost all of the smoke/fire alarms have a 9-volt battery backup. Each spring alarms are checked and batteries changed, but sometimes the alarm will start beeping with a low battery warning. In this case you should call us and we will instruct you what to do. If instructed, you may take the unit down for the night by turning counter clockwise ¼ turn and removing the hard wire plug-in and then the 9volt battery. But this needs to be replaced the next day with a fresh battery and replaced. We have batteries at the Horn's office. Please remember these alarms are in place for your protection. We stress the safety aspect of fire alarms and attempt to provide you with safe living conditions.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section A**

FOR THE RECORD (continued)

**Personal Mail** - Please do not use either restaurant's address as your personal mailing address. We suggest you get your own PO Box and maybe share it with a friend or coworker. When your employment is finished please make sure to provide a forwarding address to the Post Office and with us. We do not forward mail that comes to our business address.

**Acceptable Forms of Payment:** Cash (US and Canadian-current discounted rate), American Traveler's Checks, Visa, MasterCard, Discover and American Express.

Note about how to handle Canadian money or Canadian Travelers Checks - please convert to U.S. dollars first and then pay the bill with U.S. dollars. Ask the bartenders to convert the Canadian money; they will have the current exchange rate.

**Checks** - We do not accept out of town personal checks. We do accept checks from Island residents and other local residents who frequent our restaurants. These checks need to be drawn on local bank accounts and written for the amount of the bill. **Always check with a manager first, before accepting a check.**

**Items For Sale** Hats, shirts, cigarettes and any other items we may sell from behind the bars are for sale at the price listed to our staff as well. These items are not discounted or free for the taking. Taking items from either business is considered theft and will lead to immediate termination.

**Customer Smoking** - Customer Smoking, per Michigan State Law: All restaurants and bars, as well as all public buildings, are non-smoking. Smoking for customers is allowed outside of the building in a non service area.

Smoking space at the Yankee Rebel is outside the front door and down the alley a few feet – not in the front door approach space. At Horn's Bar designated smoking is outside the building on the sidewalk or street.

**Use of Cellular Phones While At Work:** **Your cell phone is to be turned off and in your purse or pocket while you are at work.** You may check for messages during your break.

END OF SECTION A

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section B**

### **WHAT HORN'S BAR AND THE YANKEE REBEL EXPECT FROM YOU**

**Safety** It is the responsibility of every employee to follow these safety rules:

- Report any unsafe conditions immediately to your manager
- Report any injuries immediately to your manager
- Report broken equipment immediately to your manager
- Do not overload electrical outlets
- Use flammable materials with caution
- Do not empty ashtrays into flammable receptacles
- No practical jokes
- Do not run within the restaurant, Walk!
- Please read the Employee Illness Plan/Policy at the end of section B

**Security** It is every employee's responsibility to make Horn's Bar and the Yankee Rebel Tavern a secure place for both customers and employees. Every employee should make sure that:

- Only employees and deliveries enter through the kitchen doors
- The office is locked when not in use
- Any suspicious persons are reported to a manager
- Personal items are not left out on counters, behind the bar or employee restrooms overnight, but stored in lockers or taken home
- Waitstaff are not to leave their apron containing restaurant/tip money laying around

**Customer Relations** We are here to serve our customers, it is THEY who PAY OUR WAGES and SALARIES. The customer is always right, but even when he/she is wrong you still need to be polite. Only a few customers will say things that are not polite. Don't take it personal when a customer is rude and remember to hold your tongue. Arguing with or being rude to a customer will not be tolerated in our restaurants. If you have a potential problem, politely excuse yourself and immediately call a manager to help you.

**Serving Alcoholic Beverages** Per Michigan law, alcoholic beverages cannot be served to any persons under the age 21, or any persons who have been impaired by over-consumption of alcoholic beverages. It is the responsibility of each manager, server and bartender to enforce these laws. Failure to do so can result in your termination.

**Checking ID** It is the responsibility of all servers and bartenders to thoroughly check identification of any customer attempting to purchase alcohol. Check any person less than 30 years of age or anyone who looks young. Many of the foreign workers only have their Passport as an ID. Check them carefully to match photo and birth date. Any questions with ID ask for assistance from manager on duty or bartender. Copies of passports or of any ID are not acceptable.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section B**

WHAT HORN'S BAR AND THE YANKEE REBEL EXPECT FROM YOU (continued)

**False ID Policy** If you are presented an ID and you are unsure whether it is real or fake, bring it to a manager on duty or bartender and they will assist you. We have ID books listing all the US and International driver licenses, personal identification cards and military ID. If we believe the ID to be false, the business will hold the ID and contact the local police to verify authenticity.

**Monitoring Minors** There will be times when minors are in our restaurants. It is the responsibility of all staff to know who is of legal age in their sections. If someone joins a table you must check their ID to make sure they are of age to drink alcohol. All staff are to help monitor minors who may be attempting to consume alcohol.

**Alcohol and Drugs** It is illegal to use, possess, buy or sell drugs in either business. Employees are prohibited from coming to work under the influence of alcohol or any controlled substance. It can be grounds for termination of employment. If you come in smelling of alcohol from the night before, you will be sent home. The use of over-the-counter or prescription medications should be brought to the attention of the shift manager. Drinking of alcohol during your shift or during your break is not acceptable.

**Employee Smoking** Employees are allowed to smoke outside the kitchen at Horn's Bar and The Yankee Rebel Tavern. Smoking is allowed only when an employee is on break. There is absolutely no smoking in the restaurant while you are on duty. PLEASE WASH YOUR HANDS AFTER SMOKING!! No smoking between 12pm-3pm & 5pm-9pm.

**Employee Bathroom and Lockers** It is the responsibility of all employees to make sure that these areas are kept clean and organized. Do not use guest bathrooms, except in emergency. All personal items are to be stored in the lockers at the Yankee Rebel Tavern in the basement during your shift. You must supply your own lock. At Horn's Bar, employees may keep their belongings in the employee bathroom, but they must be removed at the end of your shift. Do not keep items overnight in the employee bathroom or behind the bar. ALWAYS WASH YOUR HANDS AFTER USING THE BATHROOM!!

**Housekeeping** Every employee is expected to do his/her part to keep the restaurant neat and maintain sanitation standards. Speak to a manager for the list of health department standards. If there is trash on the floor, please pick it up. If you see potential hazards do whatever is necessary to rectify.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section B**

WHAT HORN'S BAR AND THE YANKEE REBEL EXPECT FROM YOU (continued)

**Appearance** Each employee is required to begin their shift with a neat and clean uniform. All kitchen employees must wear a hair restrainer or a hat. Service employees' hair should be neatly combed and tied back if shoulder length or longer. Male service employees should be clean shaven. Facial hair is to be trim and neat appearing. Uniform pants, shorts and shirts are to be ironed. Bring at least 3 pair of pants/shorts with you. No jeans or pants with multiple pockets (cargo pants) allowed. Belts are to be worn with pants. Shoes are to be neat and clean. Open-toe shoes are not acceptable. Hair color of purple, red, green, pink, orange, blue or shades thereof are not acceptable. Two toned or multicolored nails are not acceptable. French manicures are acceptable. Multi ear, facial or tongue piercings are not acceptable. Bells are not considered jewelry nor are they to be worn on your uniform or shoes.

**Clocking In** Employees are expected to clock in 5 to 10 minutes before their scheduled start time. Employees will not be paid for early clock-ins unless approved by a manager. Employees are required to be in uniform before punching in. This does not mean clocking in and then changing into your uniform. If you work a split shift, you are to clock out at the end of your first shift and clock in when you return to work. When you clock in, turn off your cell phone. Do not have it clipped onto your belt.

**Outside Commitments** It is our policy that our employees consider their position with us their first priority. If you wish to obtain a second job our policy is that it can not be in another bar or restaurant. You must confer with an owner or the office manager to receive approval of a second job. Your work schedule for that job must not conflict with your work schedule with us.

**Lost and Found** Any employee finding a lost or misplaced item should immediately turn it over to the shift manager, office manager or owner. Not turning in a lost or misplaced item to management can be grounds for termination of employment. Lost or left items will be put in the "lost and found" box. If you find an item of particular importance, such as money, a wallet, purse, credit card, etc., notify the office manager or floor supervisor. Items such as these are to be kept in the office with a note stating date, time and who found it. All lost and found items belong to the business and not to employees. Do not return a credit card to someone without first asking for proper identification (photo i.d. preferred).

**Absenteeism and Tardiness** Any employee who is constantly absent and/or late for work will have the matter brought up in a meeting with their manager, office manager or owner. It is hoped in this meeting the problem can be solved. Repeated absenteeism and tardiness will be grounds for termination of employment.

**Sexual Harassment** This behavior will not be tolerated from ANY employee of our companies. Bring this behavior to the attention of the office manager immediately. It can be grounds for termination of employment. Sexual harassment to our staff by our customers will not be tolerated. Notify a manager immediately if you feel you are being harassed.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section B**

WHAT HORN'S BAR AND THE YANKEE REBEL EXPECT FROM YOU (continued)

**Firearms** State law prohibits firearms from being brought into the premises of this restaurant, by either customers or employees, except for properly licensed law enforcement officers. Firearms are not allowed in our housing, such possession can be a cause for arrest and/or grounds for termination of employment.

**Theft** The theft of any item from our restaurants, a fellow employee or a customer will be grounds for termination of employment. Lost or left items at work should be turned into the bartending staff and then placed in appropriate lost and found area.

*Note: Any employee convicted of criminal activity against this company or on the premises of either restaurant will be immediately terminated.*

**Shift Duties** It is your responsibility to do all shift duties as assigned. Repeated failure to do so will first result in disciplinary procedures and lastly in termination of employment.

**If You Plan To Quit** If you decide to leave HORN'S BAR or YANKEE REBEL TAVERN we hope that you will give us 2 weeks notice. If you decide to quit, therefore not fulfilling your employment contract with us, you will not receive a bonus if such was part of your contract.

**If You Get Fired or Terminated** Employees who are terminated because of policy violations or inadequate job performance can pick-up their check the next business day if our accountant is available to give us the check amount or have their check mailed to them on the next regular pay day. Any accrued bonus hours if part of your contract will be lost. You must be out of our employee housing the next day by noon, the key and uniforms returned and your room must be clean for any consideration of a refund of your cleaning/maintenance fee. *Note: All uniforms and keys belonging to the restaurant must be returned prior to issuing your last paycheck or the value will be deducted from that paycheck. The total of any outstanding advances or loans will also be deducted from your last paycheck. If your final paycheck does not cover all of what you owe you are still liable for it and are expected to make payment in a reasonable amount of time.*

**The Three Strike Rule** Each employee is expected to conduct themselves in a respectable and professional manner. Willful violations of the policies listed in this section can result in the following:

- **Verbal Warning:** Used to inform the employee of a policy or rule violation listed on pages B -1 through B - 3. This verbal warning will be recorded by the shift manager and then placed in the employee's personnel file.
- **Written Warning:** Used to inform the employee of a policy or rule violation listed on pages B -1 through B - 3. This written warning notice will be signed by the shift manager and the employee and then placed in the employee's personnel file.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section B**

WHAT HORN'S BAR AND THE YANKEE REBEL EXPECT FROM YOU (continued)

- **Termination:** An employee who continues to violate policies and rules will be terminated at owner discretion. A notice signed by an owner or office manager stating termination reason will be placed in the employee's personnel file.

## **EMPLOYEE ILLNESS PLAN/POLICY**

All employees are legally responsible to inform management of these health conditions, either past or present. Managers must report these 4 to the local Health Department.

1. SALMONELLA                      2. SHIGELLA                      3. E. COLI                      4. HEPATITIS A

This policy is to prevent sick employees from contaminating FOOD

1. Employees are RESTRICTED from working with exposed food, cleaning of equipment, utensils and linens if they have the following symptoms:
  - Diarrhea, fever, vomiting, jaundice, or sore throat with fever.
  - Exposed lesions or boils containing pus or draining.
  - Asymptomatic and positive stool for *S. typhi*, *Shigella* or *E. Coli*.
  - Jaundice more than 7 days.
  - Persistent sneezing, coughing or runny nose.

Or if they MEET THESE HIGH RISK CONDITIONS:

- Prepared or ate food that made people ill.
  - Ate other foods prepared by employees suspected of causing illness.
  - Lives with someone that is ill.
  - Lives with someone exposed to an outbreak
2. Employees are EXCLUDED (employee is not allowed in any part of food establishment where there is a possibility of passing pathogens via food or person to person contact) if diagnosed with any of the BIG 4 – Salmonella, Shigella, E. Coli, Hepatitis A. Jaundice for 7 days or more – until medical clearance is attained.

ALL ILLNESS AND SYMPTOMS MUST BE REPORTED TO MANAGEMENT. YOU MAY NOT WORK IF YOU ARE IN THE ABOVE GROUPS UNTIL A PROPER MEDICAL REPORT IS OBTAINED.

This means: You are free of symptoms. You have written medical documentation – medical lab clearance. You are free of the infectious agent. You are no longer shedding organisms. Or if related to the BIG 4 – you have Regulatory Authority approval.

END OF SECTION B

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# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section C**

### **WHAT YOU CAN EXPECT FROM HORN'S BAR AND YANKEE REBEL TAVERN**

**Insurance, Unemployment** Each of our restaurants pays into the state and federal unemployment insurance programs. In Michigan, your eligibility to receive unemployment benefits is based on if you have had sufficient wages during your base period to establish a claim & what is the reason why you are no longer working & whether you are eligible & qualified to draw benefits. Report to the Unemployment Agency nearest you to determine exactly whether or not you meet their criteria to collect benefits. Other states have other criteria. Check with your state's Agency.

**Insurance, Workers Compensation** Every employee is covered by workers' compensation insurance. If you are injured while you are working, it is imperative to report your injury to your manager at the time of injury. Your manager will determine if you should continue working or seek medical care.

**Uniforms** Kitchen employees are provided with clean uniforms on a daily basis. You are to return your shirts, pants and aprons to the dirty laundry bin at the end of your shift. Do not wear your uniform home. Clean aprons are available on a daily basis. All aprons, cooks and cleaning staff uniforms are to be put into the dirty laundry bin at the end of your shift. Socks are to be worn at all times. Shoes, not open-toed sandals are to be worn. It is recommended you purchase good shoes with good support and traction since you will be on your feet all day. Khaki pants/shorts are required at Horn's and black pants/shorts for The Yankee Rebel. You provide your own shorts, capri, and long pants. We suggest two pair of each. No jeans or denim material for either pants or shorts. Shorts are to be knee length or just above knee and no cargo type pants or shorts are allowed. Capri type pants are allowed for female employees. We will provide you with two uniform shirts, black Horn's Bar shirts and blue Yankee Rebel shirts. It is your responsibility to wash and iron them. Socks are to be worn at all times. Buy your self a good pair of shoes with good support and good traction soles as you will be on your feet all day. No open-toed sandals are to be worn.

Do not ask or have any of our cleaning staff do ironing for you while they are working their regular shift. Laundry and ironing of your uniform may be available at an extra cost to you from the cleaning staff on their off hours.

**Employee Meals** Employees of Horn's Bar and Yankee Rebel Tavern may receive a 40% discount on their meal if they have worked or will work a full shift that day. Employee meal orders are to be given to and entered by a bartender. Eligible items for meals shall include appetizers, soup, salads, some but not all entrées and desserts. Alcoholic beverages are not included in the discount. When on duty, employees may drink sodas or juice from the dispenser, coffee or tea and one glass of milk free of charge. Any other beverages must be paid in full at that time. No tabs will be allowed. We ask that you do not take your employee meal during our rush times: 12:00 noon to 3:00pm & 5:00pm to 9:00pm. You are expected to pay for your meal at the time you order it to the bartender and sign your slip. All employee meals must be entered in the Micros computer system. Kitchen staff won't make meals unless a ticket prints in the kitchen.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section C**

WHAT YOU CAN EXPECT FROM HORN'S BAR AND YANKEE REBEL TAVERN  
(continued)

**Reviews and Raises** All employees are given a review by his/her manager after the first month of employment. Raises are given on the basis of merit, rather than length of service. Raises can also be given out periodically for superior job performances. Cost of living increases are given at the discretion of the owner.

**Promotions** Horn's Bar & Yankee Rebel Tavern tries to promote from within whenever possible. As positions become available, qualified personnel will be given first chance to interview for the position. Notices will be posted on the bulletin board concerning the positions that need to be filled.

**Advances and Loans** HORN'S BAR AND YANKEE REBEL TAVERN allows full-time employees to receive advances up to \$50.00 per pay period with approval from the owners or office manager. Repayment in full is due when receiving next paycheck. Each advance must be paid before another advance will be allowed. Under special circumstances, Horn's Bar or Yankee Rebel will lend money to employees over a longer period of time.

**Personal Time** Employees will be granted time off without pay for the following reasons:

- *Funerals*
- *Newborn Children*
- *Religious Holidays*
- *Jury Duty*

**Sick Leave** In the service business it is crucial to be completely staffed each and every shift. If you are sick we expect you go to the Medical Center. Upon returning to work you must present proof that you saw a doctor and that you can/cannot return to work. If you are sick we do not expect to see you out and around town, but at home resting and recuperating. If you can't make it to work it is imperative to contact a manager as soon as possible, so we can reschedule other staff.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

## **Section D**

### **COMPUTER, ELECTRONIC MAIL AND ON-LINE SERVICE USAGE**

#### **Overview**

The purpose of this policy is to set forth the expectations which employees should have and the rules that employees should follow in their use of mail, the computer, any electronic mail ("e-mail"), Internet service ("Internet") or any other social media provided by Yankee Rebel Tavern & Horns Bar or available on or through any computer owned or operated by the employer. Mail received is not "personal" if it is mailed to the Company regardless of whether an employee's name is on it or not. The computer, e-mail, social media or Internet service provided by or through the Company is intended to facilitate the performance of duties by employees on behalf of the Company and its customers. It is not a personal or private mail system. The Company owns the computer hardware and is the owner or licensee of the computer software on or through which such e-mail and Internet service is operated. For that reason, all messages, documents and other information created, sent or received by any employee on a Company computer, e-mail or Internet system is the property of the Company and may be accessed, reviewed and disclosed by the Company at any time, without prior notice or consent from the employee or the party from whom a transmission is received. Disclosure may include, but is not limited to, disclosure to law enforcement, regulatory or other governmental officials. Additionally, such messages, documents or information may be subject to compulsory disclosure by third parties through lawful judicial process.

While the Company reserves the right to monitor and review computer documents and files, e-mail and Internet communications transmitted from or received on its computers or computer system when and as it deems such monitoring and review to be appropriate, it does not intend to regularly review employee's e-mail or Internet communications for compliance with this policy or the rules outlined below. Employees are permitted limited personal use of their computer, e-mail and Internet system, subject to the rules set out below. However, under no circumstances should an employee expect or understand that any message sent by the e-mail, Internet service or any other social media is confidential. If an employee has private communications which need to be sent via e-mail or the Internet, the employee should obtain his or her own computer equipment and software through which such communications can be made during non-work time and away from the work place.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

The Company does not authorize or consent to any employee using the Company name or any information regarding or obtained from the Company through the employee's employment with the Company at any time, on the employee's own computer. Employees are strictly prohibited from using the Company's name, any information regarding the Company or any misrepresentation of Company information on a personal blog, website, e-mail, facebook or any social media or computer system. Additionally, by utilizing the computer system, e-mail or Internet service provided by the Company, employee consents and agrees to this arrangement and to abide by the rules stated below. Failure to adhere to these rules or this policy may result in corrective action up to and including immediate discharge.

1. No non-business commercial message may be sent, displayed, written or forwarded on the e-mail, Internet system, facebook, website, or any other social media unless it relates to and is intended to benefit the Company and has been approved in writing by Human Resources.
2. No offensive or disruptive message or material may be sent, displayed, written or forwarded on the e-mail, Internet system, facebook, websites or any other social media. Offensive or disruptive messages or materials include, but are not limited to, those which are sexually suggestive, abusive, harassing, obscene, profane messages or those which are discriminatory in nature and are based upon race, color, creed, national origin, height, weight, age, disability, genetic information, family medical history, marital or veterans status.
3. No copyrighted materials are to be sent, displayed, written or forwarded on the e-mail, Internet system, facebook, websites or any other social media. Any materials properly downloaded from the Internet which are subject to copyright must be reduced to hard copy and treated in the same manner as any other copyrighted product.
4. No material or information about the Company or its operations is to be sent, displayed, written or forwarded by e-mail, Internet system, facebook, websites or any other social media, which the sender/forwarder knows or has reason to believe is inaccurate, inappropriate or unlawful.
5. No employee should transmit, display, write or forward confidential Company information to outside individuals or companies not authorized to receive that information. Confidential information should not be forwarded, written or displayed internally to other employees who have not been authorized to receive the information. Confidential information should never be left unattended or visible on your computer.
6. No employee may access or review the computer system, e-mail or Internet communications of another employee except as part of an authorized monitoring program conducted pursuant to this policy.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

7. No employee may utilize the e-mail, Internet system, the Company's network or any individual documents or social media using a password or encryption system which has not been approved by Human Resources.
8. Any employee with knowledge of any violation of this policy is obligated to report the violation in writing to Human Resources.

Because many people have access to and may make use of the computer system, e-mail, facebook, websites, Internet system and other social media, the statements and views expressed there may not be the views or opinions of the Company. Neither the presence of a statement on the e-mail/Internet system, facebook, websites or other social media nor the failure to remove the statement from that system or social media constitutes adoption, endorsement or acquiescence by the Company of or to that statement.

Each employee is responsible for their computer and its appearance. This includes dusting off the back of the monitor and keyboard on a weekly basis with a can of air. The monitor screen should be kept clean with a proper screen cleaner.

## **Storing and Deleting Emails**

Yankee Rebel Tavern & Horns Bar strongly discourage the storage of large numbers of e-mail messages for a number of reasons. For example, e-mail messages often contain confidential information, and it is desirable to limit the distribution and availability of this information to protect the Company's proprietary information. Second, retention of messages fills up large amounts of storage space on the network and computers and can slow the performance of both the network and individual computers. Finally, should the Company need to do a search for genuinely important documents, the fewer documents that are retained, the more economical the search will be. The Company retains the sole and exclusive authority to implement policies regarding retention, preservation and destruction of electronic information. E-mail files should have a history of no more than 30 days. Employees seeking guidance regarding this policy should contact Human Resources.

## **Information Hold**

From time to time it may be necessary for the Company to suspend retention and deletion policies regarding electronic information in order to comply with its legal obligations. This is normally referred to as a "Litigation or Information Hold." Employees who are notified of a "Litigation or Information Hold" are expected and required to conform their conduct to the terms of the "Litigation or Information Hold," including suspending any routine or periodic actions or activities that might result in the loss or deletion of electronic information within the scope of the Litigation/Information Hold.

# ***HORN'S GASLIGHT BAR THE YANKEE REBEL TAVERN***

Employees may not use any data shredding, scrubbing or erasure application, whether electronic, magnetic or mechanical in nature, with respect to computer, e-mail or Internet systems unless authorized to do so in writing signed by a Senior Executive Officer/Owner of the Company. Employees may not defragment, reimage, replace, compress or otherwise alter the form and content of any permanent storage or memory device (such as computer hard drives, flash drives, compact discs, diskettes, external hard drive or memory cards) that is part of the Company's computer, e-mail or Internet systems except with the prior written consent of Human Resources. Routine and customary deletion of electronic information, consistent with the Company's policies and practices and not in violation of a Litigation/Information Hold, does not fall within the scope of this paragraph.

Employees may not access the Company's computer, e-mail or Internet systems using any wireless device or system except for the benefit of the Company and if approved in writing by the President. Employees who use personal electronic equipment such as their home computer, personal digital assistant or a smart-phone to access the Company's systems are required to handle and preserve all electronic information in compliance with this policy notwithstanding the fact that the equipment is owned or possessed by the employee. To minimize unwanted intrusions upon disclosures of private or personnel information, employees are encouraged to only use Company provided equipment.

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**BRING THIS HANDBOOK WITH YOU TO YOUR JOB  
YOU WILL NEED TO USE IT AS A REFERENCE**