



EMPLOYEE HANDBOOK

MTB Management, Inc.

A Franchisee of Taco Bell

August 2022

This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Please understand that no manager or representative of the Company has the authority to enter into any agreement with the employee for employment for any specified period of time or to make any promises or commitments contrary to the foregoing.

Employee Handbook Acknowledgment and Receipt

The employee handbook describes important information about MTB Management, Inc. ("MTB" or "the **Company**") and I understand that I should consult my manager or Human Resources ("HR") regarding any questions not answered in the handbook. I have entered into my employment relationship with MTB voluntarily and acknowledge that there is no specified length of employment. **Accordingly, I acknowledge that new employees and employees who may be promoted or transferred to a new position at the company are subject to at-will employment for the first eighteen months of employment.**

I understand that, any and all policies and practices may be modified by MTB and that the Company reserves the right to modify the terms of my employment, i.e., work hours, wages and working conditions, **at any time**. Additionally, I understand that these modifications may supersede, modify, or eliminate previous terms, policies, and practices. Such changes will be communicated through official, written notices.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained therein, as well as any and all subsequent modifications or revisions.

Employee's Signature

Date

Employee's Name (Print)

Cell Phone Number

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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1. INTRODUCTION

1.1 Welcome to MTB Management, Inc., you have made a great decision!

Welcome to MTB Management, Inc. and congratulations on being selected to join our team! MTB Management, Inc. (MTB) is a Franchisee of Taco Bell Corp. Our Mission is to be the best place to work, eat and own.

At MTB, we are constantly thinking about how we can make Taco Bell the best place to work, and we ask that you think about how to make Taco Bell the best place to eat. If we both do our part, Taco Bell will certainly be the best place to own, which allows us to reinvest in our people and build more restaurants, creating more opportunities to better our communities and promote from within.

While our products, prices and marketing may attract customers, it is their experience that will ultimately give them a reason to return. Outstanding people are the key to our success. MTB offers a collaborative team-based approach, and an atmosphere where questions are encouraged and expected.

Again, congratulations and thank you for taking the time to review this handbook.

1.2 Your Image Is Our Image

You were hired to work here because of the excellent impression you made. We feel that you possess the qualities, motivation, and the positive attitude necessary to become an integral part of our team.

At MTB, we want our customer and our employees to feel important, understood and energized. Customers love feeling important – who doesn't. Smile and welcome them to the restaurant when you see them, memorize their name and their order. By doing an exceptional job of listening to their needs and consistently and accurately delivering their food, they will feel understood. Lastly, at Taco Bell, we are all about Living Mas.

How our communities and customers perceive us is critical to our success, so we have very high expectations of all our team members in terms of performance and behavior. We have hired you to represent us to the public. Your attitude and appearance sends a message to our customers and has a major impact on their decisions.

1.3 Handbook Guidelines

This handbook has been written to serve as a guide to the employer/employee relationship. It contains only general information and guidelines. It is not intended to be comprehensive or to address all of the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions with HR.

MTB's policies, procedures and benefits are continuously reviewed and updated and may be modified or discontinued from time to time. MTB has the option to change the level and type of benefits at any time, if applicable. This handbook and the information in it should be treated as confidential.

1.4 Management Flow Chart

We have an enormous vision for the possibilities of your potential with Taco Bell, and because of that, we encourage you to discuss concerns and problems with management as soon as possible. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. Often this action alone will resolve the problem. The Company recognizes, however, that an individual may prefer to pursue the matter through complaint procedures. If you are subjected to any conduct that you believe violates this policy, or witness any such conduct, you should promptly report the conduct, either orally or in writing.

You may speak to, write to, or otherwise contact any of the following resources:

- i. The **General Manager** for your store.
- ii. The **Area Coach** for your store.
- iii. The **Director of Operations** of MTB Taco Bell.
- iv. The **Chief People Officer** or an **HR representative** of MTB.
- v. Text your complaint **anonymously** to **406-577-8175** which will go to our Chief People Officer or MTB President.

The General Manager should handle most situations that arise. The Area Coach is responsible for the restaurant on a daily basis. The MTB President is the ultimate authority in problematic situations.

1.5 Open-door Policy

MTB encourages free-flowing discussions as a way to promptly resolve issues. Further, to provide the framework and guidance for handling grievances, it is MTB's policy to:

- i. Promote candor and trust in all business communications and relationships.
- ii. Provide timely and clear explanations of policy, procedures, and practices to avoid vagueness and misunderstanding.
- iii. Encourage the discussion of any topic, concern, or issue.
- iv. Provide objective, sensitive and prompt actions to resolve matters and ensure that adequate and timely feedback is provided to the originator.
- v. Promptly attend to the resolution of formal grievances, resolve them in a way that preserves the necessary interests of the Company and remains consistent with its expressed values and ensure that no retribution is taken against the initiator of a grievance.

While MTB believes the best way to fix a problem is by talking to the individual(s) involved, the general manager, or an area coach, but if employees are not comfortable talking with anyone right away, employees can send an anonymous text message to **406-577-8175**. Someone from HR or the MTB President will respond.

1.6 Hours of Operation

As a Franchisee of Taco Bell Corp we will follow the Taco Bell Corp's required Hours of Operation standards. All General Managers are required to report any possible closures to their Area Coach or Director of Operations. At no point will a General Manager close their store without **approval** from their Area Coach, Director of Operations, and/or MTB President. Failure to follow Hours of Operation standards may result in disciplinary action up to termination.

Emergency Closing

It is the company's intent to continue business operations at the facility during all normal business hours, however there may be situations that the company may need to suspend its operations for safety reasons. The decision to suspend or delay normal operations will be made by an Owner, the Director of Operations, or Area Coach. Employees will be notified by email, phone call, or text in the event of a closing. Hourly employees who are impacted by the decision to suspend business operations for any reason do not receive pay for unworked hours. Salaried employees pay is not affected; if applicable.

Delivery Services

All delivery services (such as mobile orders, DoorDash, Uber Eats, Grubhub, etc.) are required to be online and available to all customers in accordance with the Taco Bell Corp Hours of Operations standards. Exceptions must be approved by the Area Coach, Director of Operations, and/or MTB President. Failure to follow delivery service standards may result in disciplinary action up to termination.

2. EMPLOYMENT

2.1 Equal Opportunity Employment

MTB supports and promotes an equal employment opportunity in all areas of employment and will not discriminate on the basis of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction and unless the disability cannot be reasonably accommodated. This policy pertains to all processes including, but not limited to, hiring, training, compensation, transfers, promotions, evaluations, and termination.

2.2 Beginning Work

Employment Eligibility Verification

MTB's policy, as an equal opportunity employer, is to employ persons without regard to their national origin. However, MTB's policy, in conformity with the Immigration Reform and Control Act of 1986, is to hire only those persons eligible to work in the United States. Thus, we have adopted the following operating policies and procedures:

- i. No job applicant may be asked about, or categorized, according to citizenship, resident status or national origin. Hiring decisions will be made without considering such questions.
- ii. For purposes of complying with the Immigration Reform and Control Act of 1986, applicants offered jobs will be required to produce satisfactory evidence of eligibility to work in the U.S., and such proof is a condition of employment. An applicant will be asked to make an appointment with their General Manager on or before the time the applicant is scheduled to report to work. A listing of acceptable verification documents will be provided to candidates ahead of time.
- iii. The General Manager is responsible to verify work eligibility by performing the following procedures:
 - a. Examine the Form I-9 to ensure that it is legible, properly completed, and signed by the prospective employee.
 - b. Physically examine the verification documents to ensure that they appear to be genuine and meet the requirements for acceptable documents; and Complete the employer verification portion of Form I-9.

Restrictions for Employees 14 & 15 Years of Age

MTB strictly follows and enforces the provisions of the Montana Child Labor Standards Act. The following restrictions apply to all employees of 14 & 15 years of age:

HOURS OF WORK:

- i. No more than 8 hours on a non-school day.
- ii. No more than 3 hours on a school day.

- iii. During the School Year (September 2nd – May 31st):
 - a. Never before 7 A.M.
 - b. Never after 7 P.M.
- ii. During summer break (June 1st – September 1st):
 - a. Never before 7 A.M.
 - b. Never after 9 P.M. (NOT even 1 minute)
 - c. No more than 18 hours per week while school is in session.
 - d. No more than 40 hours per week during school breaks.
- iii. Work Restrictions:
 - a. May not run errands in a vehicle.
 - b. May not use the fryer or perform any maintenance on it.
 - c. May not use any knives.
 - d. May not change pop boxes, put away freight orders, or move torts.

Child Labor Laws are Not Negotiable. In order for you to be employed, it is your responsibility to know all minor restrictions, track your hours and ensure you, and MTB are in compliance. If minors are asked to perform a task or work hours outside Child Labor Law restrictions, please notify your coworkers or store manager. Contact your Area Coach or HR should any questions or concerns arise. Any violation of the above policy will result in termination of employment.

2.3 Ethical Standards

MTB employees, as part of their job duties, may be interacting with others in the community. As an employee, your interaction within our communities and with our members or vendors influences their perception of MTB. MTB expects that you will be professional and courteous in your interactions and represent MTB in a positive light. If you are ever in doubt about whether an activity meets our ethical standards or compromises the MTB's reputation, please discuss it with your manager, Area Coach, or HR.

2.4 Conflicts of Interest/Confidentiality

The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics, which may be considered a conflict of interest:

- i. Misusing privileged information or revealing Confidential Information to outsiders.
- ii. Using one's position in the company or knowledge of its affairs for personal gains.
- iii. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, privacy laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

For example, if you are in a managerial position, you may have information about the Company that a friend of yours, who works for a competitor to the Company, may ask you for in exchange for a benefit or gift they are offering you. If you are in a situation that may be a conflict of interest, the employee should discuss this potential conflict of interest with a manager or the Area Coach for advice and guidance on how to proceed.

If the situation in question involves the manager, the employee should discuss the issue with HR. If the situation involves HR, the employee should discuss the issue with the MTB President.

Business Confidentiality

Employees shall not furnish trade secrets, recipes, or confidential employee information to any individual, business, or other entity without the prior express approval of the MTB President. This includes the altering, modifying or removal of any company documents.

You are expected to inform the Company of any breach of business confidentiality. Releasing confidential information will result in disciplinary action up to and including termination.

Hiring Your Relatives

One example of a potential conflict of interest may involve hiring or encouraging a relative to apply at a store you are already working at. To avoid the appearance of favoritism and to ensure compliance with all Company policies, including those of the Franchisor, the Area Coach and Director of Operations must approve your spouse, children, parents, brothers or sisters, nieces or nephews, and step-relatives.

Work Product Ownership

All work performed by an employee of MTB is owned by MTB. An employee of the Company has no personal ownership in the work he/she performs for MTB and its customers. An employee of MTB may not use work performed by him/her or another Company employee for any purpose other than the satisfaction of his/her duties with MTB. If a former employee of the Company wishes to utilize Company owned information, work, or any other product he or she can only do so with written consent of MTB.

2.5 Training Program

Taco Bell has a robust online and hands-on training platform to ensure that employees build the skills needed to work together and serve our customers. This training includes:

- i. Learning the processes and procedures required to meet/exceed expectations and standards.
- ii. Establishing and reinforcing the proper behaviors for personal and professional development.
- iii. Improving performance to ensure the store's continuous growth and success
- iv. Developing employee's self-sufficiency in running the store.

One Source

Instructions are provided for learning about a specific job responsibility or procedure. Each section refers you to the appropriate reference materials, which are defined below, and provides exercises that you can complete to practice what you learn from the references. The One Source Training Program demonstrates all key elements of Taco Bell: Service Champion, Food Champion, Safety and Security procedures, to name a few.

One of your most important training aids is *One Source Library*. *The One Source Library* is an online manual that explains the standards for operating Taco Bell restaurants. This manual ensures that every Taco Bell uses the same procedures so that our guests have a consistently good experience each time they visit any Taco Bell restaurant.

On-the-Job Training (OJT)

Our **OJT** process provides the final check on your knowledge and the ability to execute the skill you were working on.

MTB Support

MTB provides an online resource called MTB Support. MTB Support is where you can find information regarding your money, your benefits, your company, and your store.

2.6 Employment Probationary Period

Newly hired employees are in their probationary period for the first eighteen (18) months (the "Probationary Period") of their employment. Employees who transfer or are promoted to new positions within the Company will enter into a new Probationary Period.

For example, a crew member promoted to a Shift Lead position will be subject to a new eighteen (18) month probationary period.

You are free to resign at any time, for any reason or for no reason. Similarly, the Company is free to conclude its employment relationship with you at any time, with or without cause and with or without notice during your (each) Probationary Period. The Company will follow all applicable state and federal laws governing the termination of the employment relationship. Following the eighteen-month probationary period, termination by MTB has to be for "good cause" as defined in Mont. Code Ann. § 39-2-903(5).

If an employee successfully completes his or her probationary period, then MTB will terminate that employee only when "good cause" exists. "Good cause" means reasonable job-related grounds for dismissal based on failure to satisfactorily perform job duties, disruption of MTB's operation, or any other legitimate business reason.

The initial probationary period above may differ from the benefit probationary periods required under any benefit or health insurance plans.

2.7 Performance Reviews

Performance reviews are designed to communicate to the employee how the employee's performance compares with MTB's expectations and to aid the employee's supervisor in discussing job performance with the employee. The performance review also serves as an objective basis for recommendations for wage adjustments and other personnel actions. The Company may award a pay increase to you at the time of your performance evaluation. Pay increases are at the Area Coach's discretion and are not guaranteed.

Salary or wage increases are generally based on merit. Interim pay increases may also occur.

Supervisors may document any issues using an Improvement Plan for each area where the employee's performance is not satisfactory. Special performance reviews may be conducted at times other than the above when supervisors deem them necessary or appropriate (e.g. unusual improvement or decline in work performance). Performance review dates may be adjusted as necessary to be consistent with changes in an employee's review date, or as necessary, for other business reasons.

2.8 Your Personnel File

MTB maintains up-to-date personnel files on all employees. It is important for employees to provide the company with the necessary information required to keep records current. Information maintained in personnel files is used for benefits administration, annual W-2 mailings, insurance mailings, notifications in case of emergency, etc. MTB respects each employee's right to have the information in their records treated confidentially.

Employee personnel files are considered confidential. Managers may only have access to personnel file information on a need-to-know basis. Employees' direct report (i.e., their managers) have access to their employee files maintained in their individual Paycor accounts.

It is your responsibility to inform the Company of any changes to your personal status that may alter payroll or benefits status. Changes to your personal information should also be made by you in your Paycor account. Such information may include, but is not limited to:

- | | |
|-----------------------|-------------------------------|
| i. Last Name | v. Gain or Loss of Dependents |
| ii. Home Address | vi. W-4 Deductions |
| iii. Telephone Number | vii. Emergency Contacts |
| iv. Marital Status | viii. Military Status |

Release of Employee Information

Representatives of government or law enforcement agencies, in the course of their duties and with proper documentation, may be allowed access to all personnel file information without employee notification.

2.9 Outside Employment

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment.

Assistant Managers & General Managers

Assistant Managers (AM's) and General Managers (GM's) are permitted to engage in outside work or to hold other jobs if ALL of the conditions set forth below are met:

- i. Activities and conduct away from the job must not or will not compete with, conflict with, or compromise MTB's interests or adversely affect MTB job performance and the ability to fulfill all job responsibilities;
- ii. AM's and GM's will not solicit or conduct any outside business during paid working time or use MTB facilities or equipment while conducting outside business; and
- iii. AM's and GM's must seek and receive express written approval from their Area Coach or Director of Operations before beginning any outside work or other job.

Employees other than Assistant Managers and General Managers

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below:

- i. Activities and conduct away from an employee's MTB job must not compete with, conflict with, or compromise MTB's interests or adversely affect MTB job performance and the ability to fulfill all job responsibilities.
- ii. Employees are not to solicit or conduct any outside business during paid working time or use MTB facilities or equipment at any time while conducting outside business.

For ALL Employees

If MTB determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

2.10 Criminal Convictions

The Company has the right not to employ or continue to employ anyone who has been convicted of a felony or misdemeanor involving dishonesty, breach of trust or moral turpitude; including, but not limited to, theft, shoplifting, robbery, fraud, or child pornography. MTB has adopted a set standard regarding the details impacting employment outlined in the Criminal Conviction Matrix. A copy of this can be requested from the Director of Operations or HR.

3. EMPLOYMENT PRACTICES

3.1 Your Work Schedule

You are responsible for knowing the work hours of the restaurant where you work and the hours which you are scheduled to work.

Work schedules for restaurant employees are to be made up each week to fit the restaurant's operating needs. Schedules should be posted on Thursday by 5:00 P.M. Any schedule changes must be authorized by your General Manager and/or Assistant Manager.

You are expected to be prepared to work, washed, and in uniform at your workstation at your scheduled time.

3.2 Absenteeism and Tardiness

You are expected to be at work and be on time for each shift you are scheduled to work. If you find you must be absent or late, notify your General Manager promptly as to the reason for and anticipated length of your absence. If a shift leader or crew leader is absent, his or her shift must be covered with another member of management or another crew leader. If an Assistant Manager or General Manager must be absent or late, they must notify their Area Coach. Notice must be provided by all employees immediately and **at least two hours prior** to the start of your shift.

At least 2 weeks' notice must be given to the General Manager for any planned absence, such as vacation time or medical leave. Sudden absences are defined as absences where less than two-weeks-notice is given. If an employee must be absent or late, notify your Manager in Charge.

Sudden absences and call-offs will be considered excessive if they occur more than once in a 60-day period. Excessive sudden absences and call-offs can result in disciplinary action.

3.3 If You Are Sick

DO NOT come to work if you are sick with a cold, flu, any food-borne illness, or any infection or contagious disease including COVID-19. DO NOT come to work if you are coughing, have a headache, a sore throat, a fever, chills, muscle pain, recent loss of taste or smell, repeated shaking with chills, shortness of breath/difficulty breathing, vomiting, have diarrhea, have dark-colored urine, have a fever, or are jaundiced.

You must tell your General Manager or Area Coach immediately if you:

- i. Have a confirmed food-borne illness or contagious disease including COVID-19.
- ii. Have been exposed to a food-borne illness or contagious disease including COVID-19.
- iii. Are being tested for any food-borne illness or contagious disease including COVID-19.

If you cannot come to work because of illness, notify the Manager in Charge at the store immediately and **at least two hours prior** to the start of your shift.

If the illness is suspected to be COVID-19 you must follow current Toco Bell Corp Health guidelines as well as local health department guidelines for proper return to work procedures. If you are ill or begin to feel ill before, or after your shift (including cough, headache, sore throat, fever, chills, muscle pain, loss of taste or smell, repeated shaking with chills, shortness of breath/difficulty breathing, diarrhea, vomiting, etc.), tell your General Manager or Area Coach immediately. Failure to come to work results in no pay for scheduled shifts. Falsifying personal illness may be grounds for disciplinary action, up to and including termination.

FAILURE TO FOLLOW THESE HAND WASHING/GLOVES/SICKNESS/ILLNESS REPORTING PROCEDURES WILL RESULT IN DISCIPLINARY ACTIONS.

3.4 Taking a Break and Meal Policy

You may take your breaks in the restaurant in designated areas only. The Manager in Charge will specify the time and place for breaks. If the flow of the business is slower than anticipated, management reserves the right to have you take a 30-minute unpaid break. **Under Montana law it does not require employers to offer meal or rest breaks.**

- i. An employee who works **less than 5 hours** in a shift **does not** get a break.
- ii. An employee who works **5 or more hours** is eligible for a **30-minute (unpaid) break;** clock in and out.
- iii. You may have a free 20 oz. drink in a medium cup or your own cup with a lid only when working. You must ring up.

Employees can earn free meals on a weekly basis by meeting the expectations of our customers as determined by the latest **Meal Policy** revision. Please review the most current Meal Policy posted in your store for details. There is no discount if the employee is not working. All employee meals must be rung up and, meal receipts must be signed by the cashier and the employee.

Employees are not to ring up their own meals on the cash register nor are they to make their own meals. Employee meals are to be consumed in the dining room and must be approved by the Manager in Charge.

Employees who are not in proper uniform or employees not on shift are not allowed in the back at any time. Employees are allowed to be on the premises one-half (1/2) hour before and after their scheduled shift. No loitering of off-duty employees is acceptable. An employee must get permission from the Manager in Charge to clock in early before their scheduled shifts.

3.5 Attire and Grooming Guidelines

MTB employees must wear a Taco Bell uniform. Employees that do not meet uniform and grooming standards will not be allowed to work until the problem is resolved. Failure to meet appearance standards as outlined by the **My Team Taco Bell Uniform Guide** could result in progressive discipline up to and including termination. Exceptions for medical, religious, or other reasons must be approved through your Area Coach or Director of Operations.

MTB employees are expected to be neat, clean, and well-groomed while on the job.

- i. Every employee must maintain a fresh appearance and body smell.

- ii. Pants are to be worn at the waist and hemmed to the top of the shoes.
- iii. DO NOT wear items that hang out of uniform pockets (long key chains, wallet chains, etc.)
- iv. DO NOT use cell phones, I-Pods, E-cigarettes or any type of personal entertainment devices while at work.
- v. Please avoid wearing excessive perfume or cologne.

3.6 Uniform Standards

MTB UNIFORM AND GROOMING STANDARDS

UNIFORM		SHOULD FIT PROPERLY AND BE CLEAN AND WRINKLE-FREE.
	Aprons	Provided and must be worn before going behind the counter. Hang up your apron when cleaning, taking out trash and using the bathroom. Apron should be worn at the waist, unfolded, tied, full-length.
	Shirts	Provided and must be worn before going behind the counter. Taco Bell logo wear from the Taco Shop or any other non-uniform approved vendor is not permitted. Only HPI Shirts will be worn.
	Pants	Must be dark blue or black jeans. Not acceptable are: Capris, Carpenter, Corduroy, Leather, Loungewear, Sportswear, Spandex, or Yoga. They can't be embellished (rhinestones, embroidery, decals, patches, etc.), faded, ripped, torn or frayed.
	Outerwear	Layer to your liking! Wear a jacket, hoodie or vest from any Taco Bell approved uniform vendor or your own - just make sure it's all black!
	Shoes	Shoes solid black , slip-resistant, must be closed-toe & heel.
	Hats	Always wear a hat, visor or beanie with your uniform.
	Visor	Option to hat; requires a hair net.
	Socks	Make a fashion statement with your own socks.
	Nails	Nails should be clean. Polish must be neat and unchipped.
	Hair	Neat, clean, worn above the collar & eyebrows. Long hair that does not fit under the hat requires a hair net.
FACIAL HAIR		ACCEPTABLE FORMS OF FACIAL HAIR MUST BE CLEAN AND NEATLY TRIMMED.
	Mustaches	<i>Acceptable - Must be well-groomed.</i>
	Goatees	<i>Acceptable - Must be well-groomed.</i>
	Beards	<i>Beards must be neatly trimmed. When handling food, beards longer than ½ of an inch must be worn with a beard net.</i>
JEWELRY		
	Earrings	<i>Smaller than a quarter are permitted.</i>
	Necklaces	<i>Moderation and must be tucked inside shirt collar so they are not visible.</i>
	Rings	<i>Plain rings and wedding bands without stones are permitted.</i>
	Bracelets	<i>Unacceptable.</i>

Watch	<i>Watches are wearable ONLY when not handling food.</i>
Piercing	<i>Nose ring or nose stud is permitted as long as nose ring locks and stud has a backing. Facial piercings, gauges, and ear lobe spacers are permitted if they secure with locks and backings. They can NOT be clear colored</i>
TATTOOS	TATTOOS SHOULD BE BELOW THE JAWLINE.
Facial Tattoos	<i>NOT prohibited. Tattoos must be below the jawline.</i>
Types of Tattoos	<i>References to profanity, gang associations, sexual or other offensive content are not permitted.</i>
SMOKING, CHEW, GUM, VAPING	PROHIBITED WHILE ON DUTY AT ANY TIME IN THE RESTAURANT.
On Break	<i>Smoking on breaks are only allowed in the dumpster area and out of view of the customers.</i>
TAILORED TO YOUR NEEDS	
Pregnant	<i>If you are pregnant, feel free to wear stretch materials and longer shirts Just make sure the colors and patterns are consistent with our guidelines.</i>
Other Exceptions	<i>Exceptions to the Dress Code may be made to accommodate sincerely held religious beliefs or a disability. Talk with your manager or Above Restaurant Leader for more information about exceptions.</i>
PERSONAL GROOMING	
Cosmetics and Perfume	<i>Conservative amounts.</i>
Cologne/Aftershave	
False eyelashes/ Facial Glitter	<i>Unacceptable.</i>
Bathing/Showering	<i>Daily</i>

3.7 Hand Washing/Glove

For the safety of our customers and to comply with local health food safety regulations, we have a strict hand washing and glove use policy.

You MUST wash hands:

- i. Upon Arrival
- ii. Each time you re-enter the kitchen.
- iii. Before: touching food; clean utensils, cups, and wraps.
- iv. Before putting on gloves and each time you change gloves.
- v. After: touching face, glasses, apron, hair, clothing, or other people.
- vi. After: Breaks, sneezing, coughing, or blowing your nose.
- vii. After handling money, garbage, dirty dishes, or other cleaning tasks.
- viii. After using the restroom, you must wash your hands TWICE (once in the restroom and again in the kitchen).
- ix. When changing from non-food handling, including cashiering-to-food-handling tasks.

Single-use disposable gloves MUST be worn at all times, regardless of position when:

- i. Wearing any type of bandage from the wrist down.
- ii. Any unhealed sores, cuts, or burns.

NEVER RE-USE OR ATTEMPT TO WASH A GLOVE.

3.8 Smoking, Tobacco, Food, and Gum Use

It is the policy of MTB to provide a smoke-free (including e-cigarettes and other nicotine delivery devices) workplace in order to maintain a safe and healthy work environment for all employees. We always want to give our best presentation when serving our customers. In order that we do not give customers the wrong perception that we are eating while preparing their food, we do not allow eating while preparing food for or serving food to our customers. Chewing gum or using smokeless tobacco while serving customers or preparing food is also **prohibited**.

Smoking, including the use of electronic cigarettes or nicotine delivery devices in the restaurant is strictly prohibited. Smoking, including the use of electronic cigarettes or nicotine delivery devices is permitted outside of the restaurant and **NEVER** in the customers' view. Consult with the store management team or Area Coach for your store specific location.

Once the lobby is closed each evening, smoking is allowed outside:

- i. Only in front of the most visible lobby door, with the most lighting, from which you can be seen from employees in the kitchen;
- ii. You must wear a headset;
- iii. You must be visible by the store security cameras;
- iv. Only one person will be permitted to smoke at a time.

4. INFORMATION CONCERNING YOUR PAY

4.1 Our Pay Procedures

The payroll period is two weeks (14 days) long. It begins on Wednesday at 4:15 a.m. and ends two weeks later on Tuesday at 4:14 a.m.

Payday is on Tuesday of the week following the end of the payroll period.

If a payday falls on a company recognized holiday, you will be paid the day before. Direct any questions you may have regarding your paychecks to your General Manager.

4.2 Direct Deposit and Pay Cards

All employees will choose to receive their pay through either automatic Direct Deposit or a Pay Card.

If you do not have a financial institution or choose not to enroll in Direct Deposit, MTB will provide you with a Pay Card (at no cost to you) that is assigned to you and will be loaded with your regular earnings every payroll. This cash card belongs to you and can be taken with you should you leave our employment.

4.3 Payroll Deductions

MTB makes deductions from employee pay only in accordance with applicable law. This includes, but is not limited to:

- i. Federal income tax withholding (mandatory)
- ii. State income tax withholding (mandatory)
- iii. Social security tax (FICA) (mandatory)
- iv. Medicare contributions (mandatory)
- v. Court-ordered garnishments (levies, student loans and child support orders, etc.)

If MTB is instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment. MTB is legally required to comply with wage garnishment orders.

If you dispute or have concerns about the amount of garnishment, you must contact the court or agency that issued the order or your attorney.

4.4 Employment Classification

All employees are designated as either **non-exempt** or **exempt** under the state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time or within any specific classification. The right to terminate the employment-at-will relationship at any time during the Probationary Period is retained by MTB.

Non-Exempt

Employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime. All non-exempt (hourly) employees are eligible for overtime pay for all hours worked in excess of 40 hours per week, at 1.5 times their regular hourly rate during one weekly pay period. **All overtime hours must be approved in advance by employees' General Manager.**

By law, non-exempt employees are not eligible for compensatory time off. Paid (Holidays, vacation, sick leave if applicable) and unpaid leave hours do not count toward the total hours worked when calculating overtime pay due to non-exempt employees.

Working unauthorized overtime is cause for discipline up to and including termination.

Exempt

Employees who are Area Coaches, General Managers, Assistant Managers ARE exempt from the minimum wage (like salaried employees) and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

ALL EXEMPT:

Exempt employees are required to work **50 hours per work week**. Exceptions are those employees that qualify for Golden Bell or Flagship status.

GOLDEN BELL:

Exempt employees who qualify for Golden Bell status will be able to work a **40-hour work week** for the ENTIRE year.

For example: If you attain Golden Bell in 2022, you will be able to work a 40-hour week in 2023.

FLAGSHIP:

Exempt employees who qualify for Flagship status will be able to work a **45-hour work week**.

5. INFORMATION CONCERNING YOUR BENEFITS

5.1 Holidays

MTB recognizes the following PAID holidays for **General Managers** and **Assistant Managers** only (salaried employees):

- i. Thanksgiving Day – the last Thursday in November
- ii. Christmas Day – December 25th
- iii. Your Birthday!

5.2 Bonuses

The company may award discretionary bonuses to **General Managers** and **Assistant Managers** based on various store performance and bonus metrics. The eligibility rules and implementation of this bonus program is entirely at the discretion of the MTB President and is revised and modified each year. This bonus does **NOT** constitute or equate to earning or accruing time for employees.

In the event that you are terminated, or quit, you will not be eligible to receive any unpaid bonuses.

5.3 Paid Time Off (PTO)

General Managers and Assistant Managers

All General Managers and Assistant Managers are eligible to receive PTO based on length of employment with the company as follows:

LENGTH OF SERVICE	ANNUAL PTO ACCRUAL	ACCRUED HOURS PER PAY PERIOD
First Year	3 Weeks	5.77
Year 2-5	4 Weeks	7.69
Year 6 and Over	5 Weeks	9.61

All new General Managers and Assistant Managers will have a **30-day waiting period** for use of their PTO benefits. Exceptions to the waiting period must be approved by your Area Coach and/or the Director of Operations.

Certified Shift Leads

All Certified Shift Leads will be given five (5) days each year based on their average hours worked over their last ninety (90) days of work and is available after **90 days of employment**. Shift Lead PTO is subject to the following provisions:

- i. At the time PTO is requested a 90-day lookback period will determine the average hours which will be paid out in full day increments.

- ii. Shift Leader PTO is unaccrued. This means that should a shift leader resign, be demoted, or terminated; they will not be eligible for compensation for unused PTO.

PTO Usage

The company expects that eligible employees should use their PTO time. Planning PTO time at the earliest possible date will help to avoid scheduling conflicts. Please submit PTO form at least two weeks in advance with the approval of the Area Coach. PTO request forms are available on Zenput.

If requests for time off conflict with another employee's request, or the operational needs of MTB's business dictate otherwise, then time off will be approved based on the earliest request and seniority.

PTO pay is subject to the following provisions:

- i. For all new hires, PTO will be prorated.
- ii. Length of service begins on first day of employment with the company, even if initially hired in a non-manager position;
- iii. For purposes of PTO accrual, "length of service" applies to continuous employment only; any break in employment will reset PTO to the beginning level;
- iv. Additional PTO time earned as a result of length of service will begin to accrue immediately after the employee's anniversary date;
- v. PTO time must be used within the year of accrual (it does **NOT** roll over). Should you have remaining PTO at the end of the calendar year, you may request a payout of 50% by the end of February of the following year.
- vi. If at any time an employee requests time off that would result in a negative PTO balance (using more than has been accrued/earned), it must be pre-approved by the Area Coach.

PTO Exhausted

If an eligible employee has used its annual PTO allotment, the employee may request unpaid time off. Please submit all unpaid time off request forms at least two weeks in advance with the approval of the Area Coach.

Leave of Absence

Employees who do not qualify for PTO are eligible to take unpaid time off when an employee has worked for the company for at least 30 days. Please submit all leave of absence request forms at least two weeks in advance with the approval of the General Manager.

Termination

Upon termination from the company, if the employee has worked more than 90 days, all unpaid PTO accrued up to the date of termination will be paid out 50% as wages with their final paycheck.

5.4 Philanthropy

In order to encourage employees to volunteer in or around their communities, all General Managers and Assistant Managers who have been with the Company for at least 30 days will be given five (5) paid days for philanthropy purposes per year.

All request for philanthropy time are to be submitted to, and approved by the Director of Operations or the MTB President at least two weeks in advance of the anticipated time off. Philanthropy time can be used for a variety of activities including volunteering for a church or non-profit organization (NPO) function or camp, serving on an NPO board, performing volunteer service projects, or volunteering your time and service to a variety of causes. Philanthropy time-off approval is at the discretion of the MTB President.

5.5 Health, Dental, & Vision Benefits

MTB Management Inc. provides subsidized health care benefits to all full time General and Assistant Managers. MTB offers at least three insurance plans for managers to choose from and may, based on the chosen plan, cover up to 100% of the premium for employee-only health coverage. In addition, MTB offers a Health Savings Account (HSA) option with a 50% match and Employer per-month contribution. Dental and vision coverages are also available (premiums are the responsibility of the employee). Open Enrollment is in November of each year.

Please review MTB Support or contact HR for the most current information regarding Health care benefits.

5.6 Retirement Benefits

MTB Management Inc. offers a 401(k) plan for all of its employees. Eligibility requirements are as follows:

- i. Employed with the company for three (3) consecutive months.

Eligible employees may enroll in the 401(k) plan during monthly open enrollment periods and may elect to make either a before-tax or an after-tax Roth contribution from each paycheck. The Internal Revenue Service (IRS) establishes annual dollar contribution limits that are adjusted annually for inflation.

MTB will match employee contributions 100% on the first 3% of the employee's salary and an additional 50% on the next 2% of salary, with immediate vesting. More information can be found in the Summary Plan Description, which will be distributed to all eligible employees and are available on the MTB Support website.

5.7 Family And Medical Leave ("FMLA")

Employees of Company are eligible for family and medical leave if they have at least 12 months of service, have worked at least 1,250 hours within the preceding 12-month period, and work at a worksite where there are at least 50 employees within a 75-mile radius. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period (which is measured from an employee's anniversary date of hire) for the following reasons:

- i. The birth of a child or to care for a child within the first 12 months after birth;
- ii. The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- iii. To care for an immediate family member who has a serious health condition;

- iv. For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- v. If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the National Guard or military reserves.

Military Caregiver Leave

In addition, employees may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, parent or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations.

Notice of Leave

When requesting leave, the employee must:

- i. Supply sufficient information for Company to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- ii. Provide notice of the need for leave at least 30 days in advance or as soon as practicable; [NOTE: This bullet may be replaced with a statement that employees must comply with the organization's standard procedures for requesting other forms of paid leave (assuming your policy is consistent with the FMLA's time frames for notice).]
- iii. Cooperate with all requests for information regarding whether absences are FMLA-qualifying. Failure to comply may result in leave being delayed or denied.

Intermittent Leave

When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with the company to arrange reduced work schedules or intermittent leave so as to minimize disruption of business operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and other Certifications

Employees will be required to provide a medical certification if the leave request is:

- i. For the employee's own serious health condition
- ii. To care for a family member's serious health condition, or
- iii. Military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided.

If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

The Company, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, Company may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Fitness for Duty Certifications

Because Company wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

Maintenance of Benefits

Company will maintain health care benefits, if any, for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse Company for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

Concurrent Leave

Employees must use any accumulated paid time off (PTO) to the extent available during FMLA leave unless such leave is covered under workers' compensation, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Married Couples Who Work for Company

If an employee and his/her spouse both work for Company, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- i. The birth, adoption, or foster placement of a child;
- ii. To care for and bond with such child who does not suffer from a serious health condition;
- iii. To care for a parent with a serious health condition; or
- iv. A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

Absenteeism

FMLA leave may be counted as an absence under Company's attendance policy.

Return from leave

Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with Company. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

State and Local Laws

When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

5.8 Parental Leave

In order to assist and support new parent relationships through its leave policies and programs, and to assist with balancing work and family matters, MTB is providing paid parental leave ("**Parental Leave**"). Employees are eligible to receive Parental Leave during the first 12 weeks following the birth or adoption of a child. **Four (4) consecutive weeks of Parental Leave are 100% paid** following the birth or adoption of a child. The remainder of the Parental Leave shall be unpaid.

Eligibility

MTB employees who are working and have been employed for the previous six (6) consecutive months are eligible to receive paid Parental Leave. Employees eligible for this benefit must have met the following criteria before this benefit will go into effect:

- i. Must be employed at time Parental Leave is applied for.
- ii. Eligibility begins after six months of continuous employment.
- iii. After six months of continuous employment, employees in good standing are eligible for 4 weeks of paid Parental Leave.
 - a. An employee is in "good standing" if the employee has not received any formal discipline (written reprimand, suspension, or involuntary demotion) within the last 6 months from the date of request, is not the subject of an investigation into allegations of misconduct, or does not have pending discipline, including dismissal.

Note: If both parents work for MTB, then only one eligible parental employee can receive the paid Parental Leave benefit. An individual that adopts a spouse or partner's child or children, is NOT eligible for this benefit.

Additional paid Parental Leave Based on Longevity

- i. Eligible employees are entitled to one week of additional paid Parental Leave for every year worked, in excess of 4 years (in FULL year increments)

- ii. This benefit is limited to a maximum of 12 weeks of paid Parental leave if employee has worked a total of 12 consecutive years with MTB Inc.

Parental Leave is used in conjunction with all available leaves, protections, FMLA in effect at the time consistent with State and Federal laws.

Employees who accrue PTO can use accrued PTO after exhausting their paid Parental Leave. Any time off in excess of the paid Parental Leave shall be unpaid.

Application

To apply for Parental Leave:

- i. Notify your General Manager and Area Coach;
- ii. Complete a paid Parental Leave Request form
 - a. Parental Leave request forms are available on Zenput.

To ensure accurate and timely payment, the employee is responsible for submitting all of these forms to their supervising manager or MTB Human Resource at least 30 days in advance of the first day of leave. The paid Parental Leave will run concurrently with the associated Family Medical Leave.

Payment

- i. The Parental leave benefit payment amount will be determined by an employee's regularly scheduled hours of work, using the highest average earnings month, (defined as a 4-week period), using prior 12 months regular earnings with MTB Inc.; but excluding: overtime earnings, bonus payments, any other unusual pay, (for example in cases where pregnancy complications reduce hours worked).
- ii. Payment for paid Parental Leave will be paid on regular payroll dates.
- iii. Parental Leave is not accrued and has no monetary benefit other than described above and will not be paid out at separation either voluntary or involuntary.

5.9 Bereavement Leave

MTB recognizes the need for time away from work in instances of personal loss. In the event of a death in an employee's immediate family, employees may take up to two (2) days of paid time off. If employees need time in excess of two days, they may request a leave of absence or use other PTO leave with the approval of their General Manager, Area Coach, and/or Director of Operations.

Eligibility

- i. All active employees are eligible for benefits under this policy.
- ii. Immediate family shall be defined as spouse, domestic partner, child, stepchild, father, mother, stepparents, brother, sister, grandmother, grandfather, grandchild, father-in-law, mother-in-law, brother or sister-in-law.
- iii. Exceptions to eligibility must be approved by the store's Area Coach or Director of Operations.

Paid Bereavement PTO Procedures

Employee: Notify your manager or Area Coach before or within two hours of employee's regular starting time of the need to use bereavement leave. Within a reasonable period of time, the employee may be required to provide verification of need (obituary, death certificate, etc.).

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Payment for bereavement leave is at the employee's straight-time rate of pay.

Paid bereavement leave will not be counted as hours worked for the purposes of determining overtime. Time off without pay or other PTO leave (if available) may be granted to attend the funerals of other close relatives or friends upon approval by your General Manager or Area Coach.

Unpaid Bereavement /Additional Time Off

MTB understands the deep impact that death can have on an individual or a family, therefore additional unpaid time off may be granted. The employee may make arrangements with his or her manager for additional unpaid days off (up to four (4) days) in the instance where an immediate family member passes away.

Beyond the four days, additional unpaid time off may be granted in accordance with the Company's Leave of Absence policy (Section 5.3 Leave of Absence)

5.10 Workers Compensation Insurance

MTB carries workers' compensation insurance for its employees in accordance with Montana state law. All injuries incurred on the job must be reported to your manager and HR IMMEDIATELY, absent extenuating circumstances. To ensure coverage at the time of injury, the treating doctor must be informed at the time of treatment that you were hurt on the job. A Workers Compensation claim form must be completed by HR and sent to the Workers Compensation Commission as soon as possible.

If an employee injury has occurred, please advise the Manager in Charge to submit an Injury Investigation Report form which is available on Zenput.

6. GENERAL POLICIES

6.1 Personal Property

MTB is not liable for loss or damaged to personal property. Care should be taken in securing your belongings. Any personal property, including purses, wallets, vehicles, etc. is your responsibility. The company reserves the right to search desks, lockers, and work areas for work-related purposes, including suspected misconduct. Any personal property, including handbags, purses, briefcases, backpacks, etc. may be subject to search where the company has a reasonable and individualized suspicion that such personal property contains evidence of misconduct or possession of prohibited items.

"Prohibited items" includes illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, or weapons.

While on duty, there is no expectation of privacy on the company premise. All work areas may be searched at any time, with or without the employee being present.

6.2 Company Property

Premises used, and property issued to employees for their individual use are MTB property, regardless of whether those premises or property are issued for any employee's sole use. If warranted, the company reserves the right to access and search any and all MTB owned property. Email and web access utilizing company servers, systems, computers, other equipment, and programs are considered company property and if warranted will be searched.

Employee Responsibilities

Employees must have prior authorization to use their personal vehicle or a rental vehicle for company business. To be authorized, an employee must obtain the following:

- i. The employee has a valid driver's license,
- ii. The employee has had no more than three (3) minor violations (speeding, failure to yield, careless driving, etc.) within the most recent three-year period,
- iii. The employee has had zero major violations (DUI/DWI, reckless driving, leaving the scene of an accident, etc.) within the most recent three-year period, and
- iv. The employee maintains personal auto insurance (if using their own vehicle).

Personal Vehicle

Employees who drive personal vehicles for company business must carry at least the minimum liability protection and uninsured motorist coverage required by law. The company automobile insurance policy provides no coverage for employees' personal vehicles.

Safety Standards

Employees operating a personal vehicle or a rental for company business are expected to operate the vehicle in a safe and lawful manner.

6.3 Telephone Use

Per Taco Bell Uniform guidelines, phone or electronics cannot be used or visible during work hours. Assistant Managers and General Managers may use phones during work hours for the purposes of communicating via the Crew app. Employees should set personal cell phones on the silent ring mode during work hours to avoid disturbing those working around them or distracting the employee from his/her duties. Employees should use break times to return calls, check text messages or emails, or otherwise use their cell phones.

6.4 Software and Hardware Use

Software must not be run on MTB-owned computers in violation of software license agreements. **Employees are not permitted to install any software, either personal or MTB owned, on their MTB computers without authorization from HR or other authorized representative.** Employees are not permitted to install any MTB software on their personal computers nor on any non-MTB owned computers without authorization of HR or authorized representative.

It is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

Employees will be held accountable for hardware that is damaged or data that is compromised due to the failure of the employee to make reasonable attempts to secure and protect those assets.

6.5 Employee Dating Policy

MTB strongly believes that an environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during working hours and within the working environment.

Individuals in supervisory roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to influence others.

Guidelines & Procedures

- i. During working time and in working areas employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.
- ii. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
- iii. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises,

whether during working hours or not.

- iv. Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the company disciplinary policy which may include coaching for a minor problem. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- v. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace.

a. However, romantic, or sexual relationships between a supervisor or manager with anyone they supervise or manage is not allowed.

- vi. Supervisors, managers, executives, or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate supervisor, Area Coach or HR. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
- vii. Where problems or potential risks are identified, the organization will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.
- viii. In some cases, other measures may be necessary such as transfer to other positions or departments.
- ix. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.
- x. Continued failure to work with the organization to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for immediate termination. The organization's disciplinary policy will be consulted.
- xi. To ensure consistency, however, before any such extreme measures are undertaken. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
- xii. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy.
- xiii. Any employee who feels they have been disadvantaged as a result of this policy, or believes this policy is not being adhered to, should make their feelings known to their immediate supervisor, Area Coach or HR.

6.6 Anti-Harassment and Anti-Discrimination

It is MTB's policy to provide a work environment free of any type of harassment or discrimination; to ensure all employees have a work environment in which all individuals are treated with respect and dignity to that end, violence, bullying, harassment, or discrimination of MTB's employees by management, managers, coworkers, or nonemployees, who are in the workplace, is absolutely prohibited. Further, any retaliation against an individual who has complained about any harassment or discrimination or any retaliation against individuals for cooperating with an investigation of a harassment or discrimination complaint is similarly unlawful and will not be tolerated.

Definition of Harassment

"Harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual

orientation, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that:

- i. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- ii. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- iii. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the company's premises or circulated in the workplace, on company time or using company equipment via email, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Sexual Harassment

All employees are strictly prohibited from harassing or making improper advances toward other employees. Sexual harassment and gender-based discrimination is illegal and contrary to MTB's policy. The Company strives to foster a work environment free of sexual harassment, gender-based discrimination, intimidation, and insult. MTB prohibits any employee from making unwelcome or unsolicited sexual advances; unwelcome, offensive or inappropriate comments regarding an employee's gender; or engaging in other verbal or physical conduct of a sexual or gender-offensive nature; especially when an individual's submission to that conduct is made explicitly or implicitly a term or condition of that individual's employment, or when that conduct creates an intimidating, hostile, or offensive working environment.

Unwanted sexual advances, whether they involve physical touching or not, may include, but are not limited to:

- i. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- ii. Displaying sexually suggestive objects, pictures, or cartoons;
- iii. Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- iv. A pattern of hiring or promoting sexual partners over more qualified applicants;
- v. Display of magazines, books, posters, or pictures with a sexual connotation
- vi. Inquiries into one's sexual experiences; and
- vii. Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at MTB.

MTB WILL NOT TOLERATE ANY FORM OF SEXUAL HARASSMENT

If you feel that you have been subjected to any type of harassment, you must immediately report the incident to the General Manager, Area Coach, or HR. Each General Manager or Area Coach must report any incident of harassment brought to their attention to the Company. Each Restaurant General Manager, Area Coach, or other member of management is charged with identifying harassing situations on his or her own and must report harassing incident or environment they witness to the Company.

The Company with either the General Manager, and/or Area Coach will investigate all allegations promptly, seriously, and formally. MTB will act quickly but deliberately because allegations of harassment, particularly sexual harassment, may have wide-ranging implications. MTB will make no assumptions as to wrongdoing and will speak immediately with both parties and witnesses, if any.

If the investigation reveals harassment occurred, MTB will take any remedial action necessary to end workplace sexual harassment. MTB will discipline any employee who harasses another. MTB will impose whatever discipline is necessary to ensure that the harassment ceases, including, but not limited to, termination from employment. The extent of the discipline imposed depends on the conduct's severity, frequency and pervasiveness.

6.7 Social Media Acceptable Use

Taco Bell has adopted a social media Policy for all of our employees to help them understand how to keep confidential information private, prevent the misuse of Taco Bell's trademarks and other intellectual property, and thus ensure that we protect the goodwill and reputation of our brand.

With the popularity of new social media, it's important that you understand how your behavior and participation on social media can affect yourself, your job, and Taco Bell ("**Brand**"). You are personally responsible for anything you do, say and post on social media even if you do not use your real name. As an employee at a Taco Bell restaurant, you must follow these social media standards at all times:

- i. Don't use any type of camera, video or recording device, including cell phone cameras, in the restaurant. The only exception is for recognition activities or other business uses approved by your Area Coach. *Please see more information on this topic below.*
- ii. Don't post or text any of the following:
 - i. Videos or photos of the restaurant or anything that happens in the restaurant;
 - ii. Videos, photos, or sound recording that violate workplace policies, including Food Safety Procedures and our Anti-Discrimination and Harassment Policy;
 - iii. Inappropriate videos or photos that reflect poorly on yourself, your job, the Brand, or your community or could harm another person's reputation;
 - iv. Brand information, including operational standards, job aids, training materials, workplace policies and product specifications;
 - v. Personal information of others, such as name, phone number, address, and Social Security number.
- iii. Employees should never provide references or recommendations on social or professional networking sites, as such references or recommendations that can be attributed to Taco Bell

or MTB and create legal liability for employees Taco Bell, and MTB.

- i. Do make it clear that what you are saying on social media is your own opinion.
- iv. Don't use social media to complain or report concerns about things that happen in the restaurant.
 - i. Instead, talk with your General Manager, Area Coach or HR.
- v. Do think about the possible effects of your post before you create or publish it, as well as the company's employees, managers, and shareholders.
- vi. Do keep in mind the Brand monitors online posting and will report any crimes, including theft, vandalism, health code violations, food tampering safety issues to the proper authorities.
- vii. Do call the Brand Media line at (949) 863-3915 if someone is videotaping or taking pictures anywhere in your restaurant without permission from your General Manager or Area Coach.

NOTE: This does not apply to recognition activities and other approved business uses shared on the CREW app.

IF YOU VIOLATE ANY OF THE STANDARDS LISTED ABOVE, YOU WILL BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION. IN ADDITION, YOU WILL BE SUBJECT TO CRIMINAL CHARGES IF YOU VIOLATE ANY FOOD SAFETY STANDARDS OR OTHERWISE TAMPER WITH ANY FOOD IN THE RESTAURANT.

Policy on Cameras and Other Recording Devices

To keep information about our operations and procedures confidential, and to protect the Brand, the following policy governs the use of all cameras and other recording devices within the restaurants, as well as the posting of Brand-related content on social media. This policy applies to all persons in our restaurant, including: Taco Bell (MTB) employees, customer's franchisees and licensees, franchisee and licensee employees, vendors, and media. Furthermore, the policy applies to all types of Social Media platforms.

The use of any type of camera, video or recording device, including cell phone cameras, is **STRICTLY PROHIBITED** within the restaurant. The only exception is for recognition activities or other activities in the dining room approved by the restaurant manager. The Taco Bell Media line at (949) 863-3915 must be informed immediately if anyone is observed videotaping or taking pictures anywhere in the restaurant in violation of this standard.

Employees who violate MTB's camera and other recording device policies may be subject to discipline, up to and including termination of employment.

6.8 Drug & Alcohol Testing

It is our goal to prevent accidents and injuries resulting from the misuse of alcohol and prohibited substances, as well as to provide a healthy and safe working environment. The purpose of this policy is to ensure that employees report to work free from the effects of drugs and alcohol, so they are in a condition to perform their duties safely and efficiently in the interest of their co-workers as well as themselves. All employees are required to report any suspected on-the-job use of prohibited substances and alcohol.

Prohibited substances and other definitions:

ALCOHOL: means an intoxicating agent in alcoholic beverages, ethyl alcohol or ethanol, or hydrated oxide of ethyl. The concentration of alcohol is expressed in terms of grams of alcohol

per 210 liters of breath as measured by an evidential breath-testing device.

ALCOHOL CONCENTRATION (or content): means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

ALCOHOL USE: means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

COVERED POSITIONS: All jobs of MTB ("the Company") in which the employee is engaged in the performance, supervision, or management of work in a hazardous work environment, safety-related, security, position affecting public safety, or fiduciary position. This covers all employees working on the premises of MTB. If you are not certain as to whether your job is a covered position, you should check with the store's General Manager who will inform you.

DESIGNATED EMPLOYER REPRESENTATIVE (DER): The employee authorized by the Company to receive the test results and other communications for the Company, consistent with the confidentiality requirements outlined in this policy

DRUGS: means any substance recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplements to any compendia; or any controlled substance, as defined in 49 C.F.R. part 40, except a drug used pursuant to a valid prescription or as authorized by law. This includes but is not limited to, narcotics, hallucinogens, depressants, stimulants, or other controlled substances.

EMPLOYEES: Employees include all employees, borrowed employees, temporary employees hired through any employment agency, management, supervisors and working physically on the construction site.

SAMPLE: means urine, blood, breath, saliva, or hair.

SUBSTANCE ABUSE PROFESSIONAL: a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

Applicability

This policy applies to on-duty time as well as off-site breaks and lunch periods when an employee is scheduled to return to work. All employees working in covered positions and prospective employees for covered positions may be required to submit to drug and alcohol testing. If you have a question about whether your job is a covered position, you should ask the store's General Manager or Area Coach.

No employee in a covered position, or prospective employee who will work in a covered position may refuse to submit to a drug or alcohol test as more specifically set forth in this policy. Refusal by an employee in a covered position to submit to a drug or alcohol test may result in immediate termination of employment or withdrawal of a job offer to a prospective employee for a covered position. Refusal may include an inability to provide an adequate specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Standards of Conduct

Employees are responsible for complying with all work and safety rules. If you suspect that you have a problem with alcohol or drugs, you are responsible for seeking assistance through this Company or from another resource. You must seek assistance before an alcohol or drug problem adversely affects your work performance or results in a violation of this policy. Assistance available from this Company is explained in more detail in later sections of this policy.

- i. Employees may not provide false information in connection with a test, or attempt to falsify test results through tampering, contamination, adulteration, or substitution.

Employer Imposed Sanctions

If an employee is found to have violated the standards of conduct described in this policy or if an employee in a covered position tests positive for the presence of a prohibited substance, such employee may be subject to the following sanctions:

- i. Immediate removal from duty, suspension from employment without pay; immediate termination from employment, evaluation by a substance abuse professional and conditions imposed that the employee follow any recommendation for treatment by the substance abuse professional, requirement that employee enroll in and complete a certified alcohol and/or drug rehabilitation program which may require the employee to take an unpaid leave of absence.

The Company has the sole discretion to determine which sanction[s] to apply and may impose any of the above listed sanctions without warning or without following any particular procedure. An investigation may also be conducted. A prospective employee for a covered position who tests positive will not be hired.

Types of Testing

The Company may do any or all of the following types of testing;

All Salaried and Wage-earning Employees:

The Company may establish a date or subsequent dates when all salaried and wage-earning employees will be required to undergo a controlled substance or alcohol tests, or both.

Reasonable Suspicion Testing:

An employee in a covered position may be subject to drug and/or alcohol testing if a supervisor believes that the covered employee faculties are impaired on the job as a result of the use of a controlled substance or alcohol consumption.

Post-Accident Testing:

If the Company has reason to believe that an employee's act or failure to act is a direct or proximate cause of a work-related accident that has caused death or personal injury or property damage in excess of \$ 1,500, the Company may require the employee to submit to alcohol and controlled substances tests.

Follow-up Testing:

Following a positive test result, the employee may be required to submit to unannounced follow-up testing for up to one year from the first required follow-up test.

Appeal Rights/Right to Retesting

In the event a tested employee disputes his/her test results, that employee may, within 15 days (from the day the test results are communicated to the employee) request an additional test of the urine split sample by an independent laboratory selected by the person tested. The Company will pay for the additional tests if the additional test results are negative. The employee must pay for the additional tests if the additional tests are positive.

If an employee wishes to rebut or explain the results of any test conducted pursuant to this policy, it is that employee's responsibility to present a written rebuttal or explanation to the DER, including any documentary evidence such as an explanation from a licensed medical practitioner, within five days of receiving the test results.

If the employee presents a reasonable explanation or adequate medical opinion, the test results will be removed from the employee's record and destroyed. No adverse action, including follow-up testing, will be taken by the Company if the employee presents a reasonable explanation or adequate medical opinion indicating the original test results were not caused by illegal use of controlled substances or by alcohol consumption.

7. EMPLOYEE CONDUCT, DISCIPLINE AND TERMINATION

7.1 Employee Conduct

All employees are expected to always behave in a professional and business-like manner.

Example of such conduct includes but is not limited to:

- i. Reporting to work punctually, as scheduled, and being at the assigned workstation, ready for work, at the correct time.
- ii. Notifying the Manager should you need to be absent from work or are unable to report to work on time.
- iii. Complying with all performance/conduct and safety/security regulations.
- iv. Wearing the correct and complete uniform for and in accordance with the work being performed.
- v. Performing assigned tasks efficiently and correctly.
- vi. Treating fellow employees, customers, and visitors in a professional, courteous, respectful and friendly manner at all times.
- vii. Maintaining a clean and organized work environment.
- viii. Obtaining specific approval from the Area Coach before removing any Company property from the premises.
- ix. Refraining from behavior or conduct deemed offensive or undesirable, or which is subject to disciplinary action.
- x. Refraining from cursing, insulting, or defaming another employee or customer in any manner at any time in or on Company property.

If a customer or co-worker is not engaging in professional or respectful behavior, please don't respond in kind; talk with a co-worker, a manager, an Area Coach, HR, or MTB President about how best to handle the situation (if time permits) and if necessary, ask the customer or co-worker to leave the premises. If you, a co-worker's, or a customer's safety is at risk, do not hesitate to call 911 immediately and to secure the premises.

The following are examples of conduct for which disciplinary action may be taken. The list is merely illustrative. This shall not be considered an exhaustive or all-inclusive list. Disciplinary action, up to and including immediate termination may be taken when addressing these violations. The nature and severity of the offense will be considered in determining any necessary disciplinary action to be taken.

Examples of performance issues or behavior/misconduct issues that will not be permitted and may be grounds for immediate termination include, but are not limited to:

- i. Excessive absences and/or tardiness or failure to come to work without sufficient explanation.
- ii. Failing to meet expected performance standards or unsatisfactory job performance.
- iii. Interfering with another employee's job performance.
- iv. Failure to observe work hours, such as scheduled starting and quitting times, break and meal periods, etc. This includes and applies to Managers as well.

- v. Performing unauthorized personal work on Company time.
- vi. Excessive, wasteful, abusive, unnecessary, or unauthorized use of Company supplies and/or equipment, particularly for personal purposes. Unauthorized use is considered theft.
- vii. Insubordination.
- viii. Using profanity or abusive language.
- ix. Mistreatment of customers or co-workers.
- x. Failure to ring up any transaction immediately.
- xi. Improper cash handling.
- xii. Any deliberate or willful infraction of Company rules or policies and procedures.
- xiii. Fighting on Company premises.
- xiv. Any act which might endanger the lives or safety of others.
- xv. Bringing firearms or weapons onto Company premises.
- xvi. Violating the Company's substance abuse policy, social media policy, or nondiscrimination and/or harassment policy.
- xvii. Stealing, destroying, abusing or damaging Company property, tools, or equipment or the property of any employee or customer.
- xviii. Failing to maintain the confidentiality of Company information or trade secrets.
- xix. Falsifying employment or any other Company records, or filing fraudulent injury-on-the-job claim.
- xx. Unauthorized resale of Taco Bell products.
- xxi. Dating between co-workers, whether manager/employee or employee/employee that raises concerns and becomes disruptive to the working conditions of others, damaging to business relationships, and adverse to careers and the Company's reputation as a good place to work.
- xxii. Soliciting gratuities, donations or loans from employees or customers.
- xxiii. Giving away food or drink.
- xxiv. Falsifying time records, including working off-the-clock, manually inputting time not worked, and not clocking in/out for yourself.
- xxv. Engaging in conduct unbecoming an employee of the Company and/or conduct that appears to reflect badly upon the organization.
- xxvi. Willfully ignoring, violating, or otherwise rejecting any of the MTB Core Values, particularly as relates directly to company policies.

Any performance, behavioral or conduct situation at any time that may cause embarrassment to you and/or the Company must be avoided. Such behavior and/or conduct is prohibited and will subject any employee involved to disciplinary action up to and including immediate termination. Any questions in connection with this policy should be directed to the General Manager, Area Coach, or HR.

7.2 Disciplinary Issues

Generally, most performance or minor misconduct issues can be resolved through informal discussions. We encourage managers to have frank discussions with employees about any need to improve performance. However, sometimes this does not resolve the issue and, depending upon the nature and severity of the problem, the Company may need to use more formal disciplinary measures to make sure the employee understands that continued or another instance of similar conduct or failure to improve performance may result in termination. The warning may also be in the form of comments in the employee's annual review. There is no guarantee that any or all of these steps described below will be used; but where feasible our goal is to provide at least one written communication that puts the employee on notice that there are performance issues that may cause the employment relationship to end.

Managers may use one or more of the following tools to more formally warn an employees about issues which could result in an involuntary termination:

Verbal Warning: The Area Coach or General Manager may discuss unacceptable performance or behavior with you. The discussion will indicate the nature of the problem and the action necessary to correct it. Whenever possible, this will be a personal meeting. Managers are encouraged to document the meeting and send it to the personnel file.

Written Warning: The Area Coach or General Manager may prepare a written warning addressing unacceptable performance or behavior, to be discussed with you. This could be included in your annual review. Whenever possible, there will be a personal meeting where it is discussed with you. The written warning will then be included in your personnel file.

Suspensions/Demotions: Along with a warning, a suspension without pay or a demotion to another position may be used when circumstances reasonably require an investigation of a serious incident in which you are involved or where it appears that you should not remain in your position for business reasons. Suspension without pay may also be imposed for misconduct and/or intentional violation of work or safety rules. Depending on the outcome of the investigation, suspension may be converted to a termination.

Termination: If communication including one or more of the steps described above fail to resolve the problem or if the unacceptable performance or behavior warrants immediate termination, the Area Coach or General Manager will document the reason for the termination. You will be notified of the termination by the Area Coach or General Manager. Whenever possible, this will be a personal meeting.

7.3 Food Safety Issues

All employees are expected to follow all food safety rules and procedures. It is critical to the operation of the business and public health and safety for employees to maintain high standards of product quality, cleanliness, and hygiene in the restaurant. As a General Manager or Assistant Manager, you are expected to meet the standards prescribed in the company's food safety assessment programs and training. Violations of food safety rules and procedures will not be tolerated and can result in immediate termination.

Examples of food safety issues that will not be permitted and may be grounds for immediate termination include, but are not limited to:

- i. Failure on a food safety audit, including audits from Steritech, CORE, Taco Bell

- Corporation, and city or state Health Departments.
- ii. Failure to conduct, record, or retain internal food audits. **Missing more than three (3) Food Safety Audits in a 30-day period will be grounds for immediate termination.**
- iii. Any intentional falsification of internal food audits.
Any repeated disregard for food safety procedures.

7.4 Termination

Employment with the company is for no specific period of time. Your employment with the company will be "at will" for the first eighteen (18) months, meaning that either you or the company may terminate your employment with or without cause within eighteen months following your first day of employment per Mont. Code Ann. § 39-2-904(2)(b). Following the eighteen-month probationary period, termination by MTB must be for "good cause" as defined in Mont. Code Ann. § 39-2-903(5).

Upon termination, an employee is required:

- i. Return all company-owned property to the General Manager or Area Coach. This includes all workspace items, computer, facility keys, or other equipment, and phones (if applicable).

MTB is not required to give any notice prior to terminating an employee except that which is required by law.

7.5 Your Final Paycheck

Employees who are terminating employment must be paid for all wages worked. Wages earned prior to and up to termination will be paid on the employee's next regularly scheduled payday for the relevant pay period or within 15 days from the termination/separation, whichever occurs first. Employees may request that their final paycheck be mailed to an address the employee designates to their manager.

Upon termination from the company, eligible employees who accrue PTO and who have worked for the company for at least 90 days, will be paid for 50% any accrued, but unused PTO.

The employee will be paid for any accrued but unused PTO at the same time they receive their final paycheck.

For example: if the employee has 10 hours of accrued, but unused PTO left upon termination, they will be paid for 5 hours of PTO at their current rate of pay.

7.6 Internal Grievance Procedure for Involuntary Discharge

An employee who is dismissed through involuntary discharge will be given a written copy of the internal grievance procedure within 7 days of the discharge. The employee must initiate the procedure which will then be completed within a 90-day period. The procedure is as follows:

- i. This internal procedure is intended to provide an employee who is discharged from his or

her employment with MTB an internal review of the Company's disciplinary decision.

- ii. If an individual employee wishes to contest a discharge from employment, he or she shall present a written statement to the Director of Operations or HR, within 10 days after he/she is informed of the discharge. Such written statement shall recite any facts and circumstances which the employee believes should be considered. The statement also shall state the resolution the employee believes is appropriate.
- iii. HR, with the MTB President and/or Director of Operations where appropriate, shall consider the employee's written statement and advise the employee of MTB's final decision regarding the employees' grievance within 90 days after the employee initiates this internal grievance procedure.
- iv. This procedure shall be the exclusive manner in which an employee appeals a discharge of employment from MTB within the organizational structure of the Company.

7.7 Should You Decide to Leave Us

MTB requests that you give a 2-week notice prior to the effective date of resignation and are expected to be diligent in transitioning their work to either their replacement or a delegate. The Company may permit you to continue employment during the 2-week notice period or accept the resignation immediately. You may not be eligible for re-hire/reinstatement if you fail to give appropriate 2-week notice of resignation.

7.8 Job Abandonment

An employee who abandons his/her job has voluntarily resigned. **If you are absent from work for three (3) consecutive days without proper notification, you will be considered to have voluntarily resigned.** The effective date of termination will be the last day in which the employee was actively at work. If an employee abandons their job, the employee will be paid only for each day actually worked. For most instances, an employee will not be rehired if, when resigning or in the base of abandonment, an employee failed to give the expected notice or failed to work throughout the notice period as agreed upon with the employee's immediate manager.

7.9 Reinstatement

Generally, you will not be rehired if, when resigning, you failed to give the expected notice or failed to work throughout the notice period as agreed upon with your Manager in Charge.

MTB will not rehire a former employee without prior written or verbal approval from the Area Coach. Failure of MTB store management to confirm re-hire status with Area Coach will be viewed as a serious policy violation.

7.10 Employment References

Written or verbal requests for employment-related information for a current or former employee will only be responded to by the Area Coach or HR. The ONLY information that will be given about the employee or former employee is the length of employment, rate of pay, and position held. It is the employee's responsibility to retain a copy of his/her annual evaluations, warnings, commendations, resignation letter, dismissal notice, or other employment information that a prospective employer may request.