

Commellini Estate Employee Handbook

VERSION: MAY 2018

Commellini Estate Inc.

509-466-0667 | 14715 N. DARTFORD DR. SPOKANE WA 99208

Welcome to Commellini Estate

We are excited to have you as part of our team. We hope your employment here will be a source of great personal and professional satisfaction. Our employees are selected because we believe they will help us continually improve and satisfy our customers. Our customers are the reason we are here. If we are successful in meeting their needs in the long run, our company will prosper. If not, we will fail. The purpose of this handbook is for you to understand the values, requirements, mission, history, what is to be expected, and other information you will need to answer customer inquiries.

We face many exciting opportunities for making this organization grow and succeed. With your constant attention to learning our business, improving our processes and delighting our customers, you and the entire Commellini Estate, Inc. team will be able to look with pride on every day you are here.

We are looking forward to working with you to meet the challenges of the future, working together in a spirit of teamwork.

Sincerely,

Robert, Lauri, & Desiree Seghetti

About This Handbook

This Employee Handbook has been carefully prepared for you. It offers guidance regarding our day-to-day activities and business. This Handbook will give you the information you need to do your job and provide you with many of the work rules we have established to offer you a safe and enjoyable work environment. This Handbook applies to all employees working for Commellini Estate, unless otherwise stated, and supersedes any previous handbooks. This Handbook is subject to any requirements or provisions of Company Policies, Plan documents and applicable laws.

Quality of Life Services

This Employee Handbook is organized into six sections to help you understand the commitments Commellini Estate has made for your future, the expectations we have of you as an employee, and the mission and values of the Company.

Chapter 1 – Who We Are

Chapter 2 – What You Can Expect

Chapter 3 – Safety in the Workplace

Chapter 4 – What We Expect

Chapter 5 – You and Your Unit

Chapter 6 – Resources

This Handbook provides a summary of Commellini Estate's key policies and procedures. If you have any questions or concerns about anything in this Handbook, or would like to review a specific policy, you can access more information on our employee website (Commellini.com/employee) or ask your manager for more information. You will find a list of important phone numbers, email addresses and web addresses later on this Handbook.

This Handbook is not a contract of employment. It does not create any contractual commitment by Commellini Estate and does not guarantee employment for any period of time, or create or contribute in any way to a legal cause of action against the Company. While we hope that you will remain with us long term, your employment with us is for no definite period and is terminable at any time by either you or us, with or without cause and with or without notice. We reserve the right to change, modify, and/or discontinue any of the policies contained in this Handbook, and the right to interpret and apply this Handbook at our discretion.

Getting Human Resources Information and Help

Commellini Estate gives you two ways to get HR information and help when and where you need it.

You can get answers to most questions with Commellini.com/employee, our self-service employee website. Log in 24/7 at Commellini.com/employee using your smartphone, tablet or computer. Commellini Estate employee website gives you great information and an easy way to get help if you cannot find what you need.

You can also call the HR Representative to speak live with a representative and get expert guidance on employee matters.

Go online with Commellini Estate Employee Website or speak to a HR representative when you need:

- | | |
|--|--|
| <input type="checkbox"/> Answers to job-related questions | <input type="checkbox"/> Help with urgent workplace situations |
| <input type="checkbox"/> Guidance regarding Company policies | <input type="checkbox"/> Guidance on employee rights and concerns |
| <input type="checkbox"/> Pay and benefits information | <input type="checkbox"/> Important HR contact information |
| <input type="checkbox"/> Steps to manage major life changes (getting married, moving, having a baby, retiring) | <input type="checkbox"/> Access to employee websites (training, forms, paystubs) |
| <input type="checkbox"/> Changes to your employee information (name, address, tax withholdings) | <input type="checkbox"/> And much more |

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CHAPTER 1: WHO WE ARE

Commellini Estate is the community of its clients, consumers, employees and shareholders. We recognize that the best way to enhance the Quality of Life for all of our stakeholders is through steady growth. We also believe it is important that our work is meaningful to all who contribute to it. We remain faithful to our mission, our core values and the ethical principles that have guided us since Commellini Estate was founded in 1941. Every day, we work together fulfilling our Mission to:

- To build community through events
- Improve people's wellbeing by helping our clients create one of the most unforgettable moments in their lives.

Wherever we work (at the Estate, in our customers' office or home, or at the local Farmers Markets), our ambition is to be always chosen and rewarded for making every day a better day for individuals and organizations.

Community is central to the performance and growth of individuals and organizations. Working from this perspective, Commellini Estate has redefined how to best serve our clients' complex needs across the spectrum of Weddings & Events, Catering Service, Event Planning Services, Cooking Classes & Workshops, and our Gourmet to Go Line. To achieve this goal, we infuse our work with our commitment to helping our people realize their potential, to valuing diversity and inclusion, and to supporting our local communities.

Company Description

We are a family owned and operated business. We were established in 1941, by Albert & Leda Commellini and have been proudly influencing the Spokane food and event culture ever since. We are located in North Spokane, Washington and offer a private location surrounded in the majestic trees and tranquil sounds of Spring Creek. Our venue has SIX onsite venue locations with indoor and outdoor options. We specialize in event design and coordination. We offer both on and offsite catering services along with our Gourmet To Go food line. In addition, we host monthly onsite events including cooking classes and wine tastings.

Management Contact Information

MANAGEMENT

President: Robert Seghetti

Vice-President: Lauri Seghetti lauri@commelinestate.com

Operations Manager: Desiree Seghetti-Sulpizio desiree@commelinestate.com

All management can be reached at 509-466-0667.

Our History

Commellini Estate is a historical location, and as such you may often be approached by customers for information regarding its colorful past; thus you are expected to have a basic understanding of the history of Commellini Estate. Commellini Estate is not just an event venue or event restaurant but an experience. Therefore, it is your responsibility to help create this experience as a knowledgeable individual. Please note that you will be randomly tested on your knowledge of the history by Commellini Estate management.

BRIEF HISTORY

This history of Commellini Estates is one rich with family tradition and Italian culture. The series of events that would lead to the creation of Commellini Estates began in 1904, when Albert Commellini first came to the United States at the young age of 13. Albert came from a small town in the Tuscany province of Italy called Staffoli. Upon his arrival, Albert came to Chicago where he found work as first a water boy and then a recruiter for the railroad. He followed his work and the railroad tracks out west, where they eventually led him to Spokane. Albert quickly established himself in Spokane, earning the reputation of an excellent entrepreneur. His business ventures in Spokane were successful and varied. He owned a wide range of businesses from hotels, to apartments, a lithography company, an Italian importing company, and even one of Spokane's most extravagant nightclubs, the Ambassador's Club. His business exploits eventually led him to the creation of Commellini's Restaurant. However, Albert's talents were not limited to the business realm. While living in Spokane he ran for County Commissioner, was a Spokane deputy sheriff, and was even known for being one of the primer sellers of the ingredients necessary to make bootlegged moonshine, during the prohibition-era.

The time of prohibition provides a backdrop for some of the most colorful tales of Albert's storied life. For example, during prohibition, Albert found himself in the position of deputy sheriff. It just so happened that the police at that time were concerned with confiscating the illegal contraband. Albert, being the ever thoughtful businessman, saw this confiscation as an opportunity. After the alcohol had made its way to the station, Albert would quietly send his men to acquire and resell the outlawed substance. Albert even took the liberty to use his Italian importing company as a means to import the necessary ingredients for moonshine. Albert found himself under the watchful eye of the law, even being arrested twice in one day. However, he always managed to elude all charges as he kept the records in a place where no policeman could ever find them: his head. Albert never wrote anything down and his great memory served him well. Some have even speculated that Albert operated a Speakeasy in the basement of his South Hill home.

Although some of the most interesting stories tend to paint Albert as a man living on the wrong side of the law, there is no question that Albert was also a great humanitarian and a compassionate individual. In 1932, many Spokane residents found themselves suffering at the mercy of the Great Depression. Recognizing this need, Albert opened a soup kitchen for locals in one of his downtown hotels. He firmly believed that one man could make a difference and he could never understand why the city had not come forward to help its residents. Albert continued

to operate his soup kitchen for six months before Spokane County finally took it upon themselves to get involved.

In 1923, Albert's younger sister arrived in Spokane. Her name was Elide, although in later years, most knew her by her nickname, Leda. She had been sent to Spokane by her father who thought it was about time someone checked on Albert. However, after arriving in Spokane for what was supposed to be just a visit, she decided to stay. In 1938, together they purchased that land on which Commellini Estates currently rests. After they purchased the land, they began building a house on the property which reached completion in 1940. In the beginning, Elide was the only one living in the newly completed house. However, the isolated location far from the city, now known as Dartford Drive, (original US Highway 395) caused Elide to become very lonely. To combat the loneliness and to honor the requests of her previous customers, she began to throw private parties in the house. It was here that people began to fall in love with Elide and her delicious chicken cacciatore. This gave rise to Commellini's Restaurant, which officially opened its doors in 1941.

Elide was certainly the heart of Commellini's restaurant and she always put so much love and care into her cooking. Elide was extremely passionate and particular about the food she served at Commellini's. This passion even drove her and Albert to open their own chicken ranch behind the restaurant as she was dissatisfied with the quality of chickens found in Spokane and chickens were very limited during World War II. The ranch first opened in 1941, and in the height of its operation had 100,000 chickens in various stages of development. To compliment the ranch, Albert and Elide also operated a slaughter house on the property. This facility would slaughter over 1,000 chickens per day and would then deliver them throughout the Spokane area.

Although Albert and Elide had established a life for themselves in Spokane, they could not help but miss the family they had left in Italy. After Albert extended an invitation to his family to come visit his new home, Albert and Elide's niece, Gina Bellagamba accepted their offer. Gina arrived on Saint Patrick's Day in 1950, and planned on staying for six months. She immediately began helping in the restaurant, washing dishes in the kitchen. While she was here, Albert enrolled her in school at Holy Names Academy, where she learned English. What was initially supposed to be a six month visit, turned in to a permanent relocation for Gina. When Gina was asked why she decided to stay, she replies laughing, "I never really decided to stay, Grandpa (Albert) never wanted me to go back." However, Gina did go back in 1954, to visit her family and long time boyfriend, Mauro Seghetti. Soon after Gina returned from her visit to Italy, Mauro made the move to Spokane to be with her. They married in 1956 and had two children, Linda and Robert.

In 1977, a major blow was struck to the well known Commellini's Restaurant when Elide suffered a severe stroke that left her paralyzed. In the wake of this, Commellini's closed its doors so that Gina could take care of Elide, which she did for the next nine years. In this initial time of uncertainty, the family debated over what to do with the restaurant. In 1978, the family decided to lease out the restaurant and it had continued to do so up until May 2009.

As of May 2009, Commellini's has moved back in to the hands of the Seghetti Family. It has been a long time dream of the family to rejuvenate Commellini's to its former grandeur and

restore its once rich traditions. For the past year, we have undergone construction to build on the rich and colorful history first started by Albert and Elide Commellini.

Our Values

The success of Commellini Estate is determined by our success in operating as a unified team. We are committed to quality and unparalleled customer service in all aspects of our business. We have to earn the trust and respect of our customers every day in order for customer to make the decision to choose our services.

This demands exceptional human qualities and specific behavior that we call: Service Spirit, Team Spirit, and Spirit of Progress.

Service Spirit

Our clients and customers are at the heart of Commellini Estate and our ability to grow the company and provide greater opportunity for all our team members. In the spirit of service, we expect our employees to demonstrate professionalism, enthusiasm, integrity and a welcoming attitude. We care about our employees in the same way that we care about our clients and we strive to provide each and every employee with a wide range of professional and personal opportunities to improve the quality of their lives.

Team Spirit

Every day Commellini Estate's diverse team members combine their individual skills and contributions to achieve collective success. Team spirit is based on a sense of shared purpose, communication, and mutual respect. All Commellini Estate employees are expected to be respectful of the diversity each individual brings to the workplace. This diversity helps our company accomplish great things for our customers, clients, and the communities we serve. At Commellini Estate, everyone pulls together to reach a common goal because individual and team accomplishments mean progress for all. From time to time, you may be asked to perform jobs or duties that are not included in your job description. We ask you to be flexible and to do your best to respond to the reasonable requests of any manager or client. We truly appreciate all of your hard work. It's through this kind of team spirit that Commellini Estate becomes the company of choice for our clients!

Spirit of Progress

Our business is to serve others and to continuously improve the service we provide. We support and encourage our employees to shape their own futures and grow with the Company. We also encourage you to take the initiative and look for innovative ways to serve our clients and customers. In the spirit of progress, we ask you to take full advantage of the training programs and systems that support you at your unit. These programs are designed with you in mind. Remember—our spirit is to help each other win!

Our Ethical Principles

Our ethical principles of loyalty, respect for people, transparency, and business integrity are fundamental to the Company and help define and strengthen us.

Business Integrity

Conducting business with integrity is a foundational principle within Commellini Estate, embodied in our ethical principles and our core values. Every employee is expected to maintain the highest standards of legal and ethical conduct and to comply with all laws and regulations applicable to the employee's position. Employees are expected to come forward with any legal, ethical and/or safety concern. We maintain a policy against retaliation and Commellini Estate will review and investigate, as appropriate, concerns raised.

Corporate Citizenship

Being a responsible corporate citizen is at the core of Commellini Estate's business. In many ways, Commellini Estate impacts thousands of people, of all ages, throughout their day and throughout their lives. As part of our corporate citizenship, we focus on conducting our business with the strictest of ethical standards.

Statement of Commitment to Diversity and Inclusion

Commellini Estate is committed to promoting and fostering equal opportunity in all operations of our company. Commellini Estate believes diversity and inclusion is a fundamental and indispensable objective which strengthens the Company, maximizes the investment of shareholders. Commellini Estate is fully committed to ensuring not only compliance with equal opportunity laws, but also to the principle that diversity and inclusion will help us realize our greatest potential as a company and maximize the potential of all our employees.

CHAPTER 2: WHAT YOU CAN EXPECT

At Commellini Estate, we support and encourage you to shape your own future and grow with the Company. We care about our employees in the same way that we care about our clients, and we strive to provide you with a wide range of professional and personal opportunities to improve your quality of life.

Promise of Respect and Fair Treatment

Commellini Estate is committed to treating all employees with respect and fairness. To demonstrate our commitment, we guarantee the right of every employee to voice concerns about their treatment and to have those concerns heard in an atmosphere of respect and cooperation. For information on how to raise any concerns, see the Promise of Respect and Fair Treatment section.

Affirmative Action

Commellini Estate is committed to a policy of affirmative action, and we will facilitate the placement of qualified women, minorities, veterans, and individuals with disabilities at all levels of the organization. We believe that to be successful in the marketplace, we must employ the best-qualified person for each position while promoting diversity within our workforce.

Equal Employment Opportunity Policy

Commellini Estate, Inc. believes that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Commellini Estate is committed to a policy of equal treatment and opportunity without regard to race, color, creed, sex, religion, sexual orientation, age, gender identity, marital or parental status, national origin, veteran status, individuals with disabilities or other protected classifications. This includes, but is not limited to, hiring, layoffs, transfers, promotions, rates of pay and other forms of compensation and participation.

Attainment of our goal of equal employment opportunity and enrichment through diversity depends on the joint commitment and good faith effort of all employees.

An employee who feels discriminated, harassed or retaliated against may initiate the complaint process by contacting Commellini Estate's EEO officer, Desiree Seghetti. All discrimination, harassment and retaliation complaints will be promptly investigated and will be treated confidentially to the extent possible and appropriate action taken where warranted. Complaints made in good faith will in no way be held against an employee.

We will evaluate each individual according to his or her individual talents and accomplishments. Each employee should remember that these commitments are essential to our business, essential to our community and are, therefore, conditions of our employment.

Our EEO Officer is responsible for the overall implementation of the Affirmative Action Plan. Inform the EEO Officer immediately if you have any questions or problems related to this policy. The non-confidential text of these Affirmative Action plans may be reviewed by appointment during business hours.

We are proud of the fact that we are an Equal Opportunity Employer. By all that we do, let us be an example that individual accomplishment is the true measure of a person's worth and that diversity among people is an asset, not a liability.

POLICY AGAINST HARASSMENT

Commellini Estate is committed to a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, sexual orientation, gender identity, marital or parental status, disability, appearance, status as a veteran, or any other protected classification. Offensive or harassing behavior will not be tolerated against any employee. This policy covers all employees, vendors, customers, and all others who enter our workplace. Supervisory or managerial personnel are responsible for enforcing this policy. No employee of this Company is exempt from this policy.

Offensive conduct or harassment of a sexual nature, or based on race, color, religion, age, sex, national origin, sexual orientation, gender identity, marital or parental status, disability, appearance, status as a veteran, or any other protected classification is prohibited. This may include but is not limited to:

- Offensive comments regarding a person's race, color, religion, age, sex, national origin, sexual orientation, gender identity, marital or parental status, disability, appearance, status as a veteran, or any other protected classification.
- Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of race, color, religion, age, sex, national origin, sexual orientation, gender identity, marital or parental status, disability, appearance, status as a veteran, or any other protected classification.
- Offensive physical actions, written or spoken, and graphic communication (for example, obscene hand or finger gestures or sexually explicit drawings).
- Unwelcome physical contact (for example, brushing up against someone in an offensive manner).
- Expectations, requests, demands or pressure for sexual favors.
- Slurs, jokes, negative stereotyping, posters, cartoons, and gestures that are offensive.

Harassment is considered a form of employee misconduct; disciplinary action up to and including termination of employment will be taken against any employee engaging in this type of behavior.

Harassing activity, especially if severe or repeated and unwelcome, is a violation of the law and company policy. Therefore, any of this conduct may result in prompt disciplinary action against the harassing employee, up to and including immediate termination of employment. There are times when this type of conduct may occur off duty and off premises, but may impact the working environment. Therefore, such conduct having a nexus to the workplace will be treated as a violation of this policy with disciplinary consequences. Finally, such prohibited activity includes conduct carried out

in person, and via telephones, cellular and mobile phones, computer systems, electronic mail, and/or any other electronic means.

An investigation of all complaints will be undertaken immediately. Complaints will be kept confidential to the extent possible, while allowing the investigation to proceed. The complaining employee will be kept informed of the progress of any investigation and findings. All parties are expected to refrain from discussing the complaint with other employees or those outside the investigative process in order to protect the integrity of the investigation process and reduce the risk of release of the identity of the complainant or witnesses.

Any corrective action taken will be sufficient to immediately stop the conduct and prevent any future harassment.

Any form of retaliation, including but not limited to derogatory comments against individuals making harassment complaints, witnesses or any other involved employees, violates Commellini Estate, Inc. policy and is strictly prohibited. Retaliatory activities will be treated as a separate violation of this policy and subject the individual to the same disciplinary consequences, up to and including termination of employment.

COMPLAINT PROCEDURE

As stated in our “OPEN DOOR POLICY” it is our intent to provide a reasonable hearing and resolution of employee concerns that may arise. If an employee has a complaint or needs a problem solved, we encourage employees to bring it up as soon as possible with those who can assist in solving it. We hope, however, that such complaints can be avoided by each Commellini Estate employee respecting the dignity and personal wishes of other Commellini Estate employees and by exhibiting the highest standards of professional behavior at all time. In fact, employees often can stop or prevent complaints by immediately and directly expressing their disapproval of such conduct to the person committing the offense. We want to find a solution that helps us all concentrate on the reason we are here: TO SERVE OUR CUSTOMERS. Sometimes we learn something from employees that helps us to do our job better. We are happy to catch a problem early and have a chance to fix it, so please don’t hold it in out of fear of retaliation.

If an employee wishes to make a complaint, he or she must refer to the following steps:

Step 1 - Most concerns about safety, wages, hours, supervision, discipline, application of policy or other working conditions can be solved by talking with a manager. However, we recognize that certain problems could involve an employee’s immediate manager in a way that makes the employee reluctant to discuss it with that person. In that case, please contact the EEO officer. The employee’s immediate supervisor or the EEO officer will try to get back to the employee with a response within three (3) days of the date the concern was brought to his or her attention.

Step 2 - If the employee is not satisfied with the response in Step 1, he or she must present a written statement to the manager or EEO Officer within ten (10) days stating his or her view of the problem, why he or she disagrees and what he or she would like to see as a solution. A response will be provided within five (5) days.

Step 3 - If the employee is not satisfied with the response in step 2, within five (5) days he or she must make an appointment with the EEO Officer.

The EEO Officer will investigate the written complaint and discuss it with the employee. A final decision will be issued within ten (10) days.

This complaint procedure is available to employees with sexual harassment concerns or complaints. However, employees should feel free to bring sexual harassment complaints directly to our EEO Officer, Desiree Seghetti, at 509-252-0423 for investigation and resolution. Sometimes a problem is so serious that skipping a step is called for. If you think this is the case, please talk with any member of management for guidance.

ANTI-RETALIATION POLICY

Commellini Estate, Inc. does not retaliate or permit retaliation against any employees who: come forward to report workplace discrimination or harassment; and/or participate in any investigation of workplace discrimination or harassment. Any such retaliation is in violation of Commellini Estate policy and will not be tolerated.

WORK INTERFERENCE REPORT

To bring a complaint for work interference or harassment, please fill out the following form and return it to the Employment Opportunity Officer. ATTN: Desiree Seghetti, 14715 N. Dartford Dr. Spokane, Washington 99208

ATTENTION: Equal Employment Opportunity Officer

EMPLOYEE NAME: _____

Time and date of interference or harassment: _____

Place: _____

Fact #1: _____

Fact #2: _____

Fact #3: _____

Facts give basic information reporting who, what, when, where, why and how. Specific information will aid investigation of this report. Employee identity will be protected to the extent possible while allowing the investigation to proceed. The company will not tolerate retaliation against or intimidation of those making reports.

Signed: _____

Date: _____

Pro Employee Philosophy

Commellini Estate strives to provide you with an environment where you can achieve personal, professional, and financial well-being. We will work with you to make your growth our priority. We offer training and developmental opportunities so that you may flourish and grow in meeting your goals. We also believe that the most rewarding and productive employment relationships occur when there is good communication between managers and employees. We encourage open and honest dialogue among all employees. If a miscommunication occurs, Commellini Estate has established policies and practices to help resolve these issues. The Company encourages you to bring issues to your manager. In turn, we promise to listen to those concerns with respect and to do our best to resolve the issues directly.

Commellini Estate respects the rights of its employees to unionize or not to unionize, as they choose. The Company will not discriminate or retaliate against any employee for supporting or opposing a union. This Handbook shall not be construed to interfere with, restrain, or coerce employees in the exercise of their right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or to refrain from any or all such activities.

OPEN DOOR POLICY AND TEAM COMMUNICATION

We cannot improve if we don't have honest feedback. Good listening is a critical need for members of any team, especially to successfully influence or lead. Sometimes employees need help in solving a problem. Please keep these three important principles in mind as we try our best to improve communication and build mutual trust:

#1 GIVE THE PERSON YOU HAVE A PROBLEM WITH THE FIRST CHANCE TO CORRECT IT. Teams are disrupted when communication is "behind the back." Employees should bring any concerns directly to the person involved. Employees should also give others the chance for a private discussion of his or her concerns whenever possible.

#2 LISTEN, LISTEN, LISTEN. Missing key information is a prime cause of little mistakes and big disasters. Pay attention to what the other person is saying and how they seem to feel about it. Clarify any possible misunderstanding. Repeat it back to ensure understanding. Ask open ended questions like "How?", "What?", and "Why?"

#3 USE THE "OPEN DOOR POLICY" . . . AND USE IT EARLY. In our desire and willingness to listen to our employees, we believe in an open door communication policy. Employees are encouraged to see their immediate supervisors with questions, problems or concerns. An employee's supervisor may secure the assistance of other resource persons. We promise to listen to employee concerns with respect and do our best to help them solve the problem.

If, for any reason, an employee feels he or she can't bring his or her concern directly to the person involved or his or her supervisor, he or she can exercise his or her privilege of requesting a meeting with the EEO Officer. The employee should also feel free to contact any other employee who he or she feels may be able to help. Please remember: tell others about any concerns. We can't help if we don't know it exists. An employee may use this procedure without fear of reprisal.

Additional Support for Your Professional and Financial Well-Being

In addition to the benefits offered by the Company to support your professional and financial wellbeing, Commellini Estate strives to create an environment that recognizes and rewards your performance in living our values and helping us grow.

Compensation Philosophy

Commellini Estate's compensation philosophy is to provide you with compensation that is competitive within the markets where we do business. Our commitment is to maintain a consistent, fair, and affordable compensation program that attracts, retains, and motivates a high-quality workforce and enables the Company to advance in our mission.

Performance Development System

We believe in providing opportunities that enable our employees to develop to their fullest potential recognizing that you play a key role in developing yourself. We encourage you to seek out an informal mentor within the organization and to take advantage of all training opportunities available. As you progress in your job, ask your manager or Commellini Estate Human Resources about other opportunities for growth.

Performance Reviews and Appraisals

We are committed to giving you feedback to help you perform your job to the highest quality. Performance reviews provide you and your manager with a good opportunity to discuss how you are doing in your position. We encourage you to talk with your manager about any concerns you have or about your performance at any time. Keep in mind you do not have to wait for your manager to initiate a formal discussion.

Sick Leave Policy

Paid Sick Leave Accrual and Availability

Accrual

- Employees accrue one hour of paid sick leave for every 40 hours worked.
- Employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave).

Availability

- Employees are entitled to use their accrued, unused paid sick leave beginning on the 90th calendar day after the start of their employment.
- After this 90-day period, employers must make accrued paid sick leave available to employees for use within the company's established payment interval, not to exceed one month after the date of accrual.

Authorized Uses of Paid Sick Leave

Care of the employee or the employee's family member

- Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member (definition below) for:
 - Mental or physical illnesses, injuries, or health conditions;
 - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
 - The need for preventive medical care.

- For the use of paid sick leave for an employee's family member, family member is defined as:
 - A child;
 - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status
 - A parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
 - A spouse;
 - A registered domestic partner;
 - A grandparent;
 - A grandchild; or
 - A sibling.

Closure of the company or the employee's child's school or place of care

- Employees may use their accrued, unused paid sick leave when Commellini Estate has been closed by order of a public official for any health-related reason; or
- When an employee's child's school or place of care has been closed by order of a public official for any health-related reason.
 - Please see the definition of "child" in the previous section.

To address issues related to domestic violence, sexual assault, or stalking

- Employees may use their accrued, unused paid sick leave to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: Preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
 - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
 - Attend health care treatment for a victim who is the employee's family member;
 - Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
 - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
 - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition:
 - Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Reasonable Notice for the Use of Paid Sick Leave

Employees must provide reasonable notice of an absence from work for the use of paid sick leave to care for themselves or a family member, or because the employee's child's school or place of care is closed by order of a public official for any health-related reason. Such notice must not interfere with an employee's lawful use of paid sick leave. Any information provided will be kept confidential.

Note: Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

Reasonable Notice for Foreseeable Use of Paid Sick Leave

If an employee's absence is foreseeable, the employee must provide notice to Lauri Seghetti at least 10 days in advance, or as early as practicable, before the first day paid sick leave is used.

Commellini Estate may request that the employee submit an Employee Notice for Use of Paid Sick Leave form. If possible, notification should include the expected duration of the absence.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee's absence is unforeseeable, the employee must contact Lauri Seghetti as soon as possible before the required start of their shift.

As a best practice, and if circumstances allow, employees should provide notice as soon as the employee learns of the need for paid sick leave. In the event it is not practicable to provide notice of an unforeseeable absence, a person on the employee's behalf may provide such notice. If possible, this notification should include the expected duration of the absence.

Commellini Estate may request the employee submit an Employee Notice for Use of Paid Sick Leave form on the day of the employee's return from paid sick leave.

Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave

Reasonable Notice for Foreseeable Use of Paid Sick Leave

An employee must give advance oral or written notice to Lauri Seghetti as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to Lauri Seghetti no later than the end of the first day that the employee takes such leave.

Note: Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

Paid Sick Leave Increments of Use

- Commellini Estate requires employees to use paid sick leave in increments of .25 hours or 15-minute increments.

Rate of Pay for Use of Paid Sick Leave

- Employees must be paid their "normal hourly compensation" for each hour of paid sick leave used.

- “Normal hourly compensation” is the hourly rate that an employee would have earned for the time during which the employee used paid sick leave.
- Normal hourly compensation does not include tips, gratuities, service charges, holiday pay, or other premium rates.
- For employees who use paid sick leave for hours that would have been overtime hours if worked, Commellini Estate is not required to apply overtime standards to an employee's normal hourly compensation.
- For employees not paid a uniform hourly rate, please see [WAC 296-128-670](#) for more information on calculating normal hourly compensation for such employees.

Payment for the Use of Paid Sick Leave

- Commellini Estate must pay paid sick leave to an employee no later than the payday for the pay period in which the paid sick leave was used by the employee.
 - [Note: If verification for absences exceeding three days, such payment must be made no later than the payday for the pay period during which verification was provided to the employer.]

Carryover of Accrued, Unused Paid Sick Leave to the Next Year

Carryover Requirements

- Accrued, unused paid sick leave balances of 40 hours or less must carry over to the following year.
 - For example, if an employee has 25 hours of accrued, unused paid sick leave at the end of the year, all 25 hours must carry over to the following year.
- If an employee carries over unused paid sick leave to the following year, accrual of paid sick leave in the subsequent year would be in addition to the hours accrued in the previous year and carried over.
 - Commellini Estate will require the employee to forfeit the paid sick leave for paid sick leave balances in excess of 40 hours at the end of a year.

Definition of Year

- The accrual year is January 1 – December 31

Separation and Reinstatement

Separation

- If an employee separates from employment, there will not be financial or other reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation or termination.

Reinstatement of Paid Sick Leave Hours Upon Rehire

- Commellini Estate will reinstate an employee's previously accrued, unused paid sick leave if it rehires an employee within 12 months of separation.
 - If the period of time an employee separates from employment extends into the following year (see definition under “Definition of Year”), an employer is not required to reinstate more than 40 hours of accrued, unused paid sick leave.

- Upon rehire, Commellini Estate will provide notification to the employee of the amount of accrued, unused paid sick leave available for use by the employee.
- If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use their accrued, unused paid sick leave if the employee met that requirement during the previous period of employment.
 - If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Commellini Estate will count towards the 90 days for purposes of determining the employee's eligibility to use paid sick leave.

Retaliation Prohibited by Law

- Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. Commellini Estate will not discriminate or retaliate against an employee for the lawful exercise of Minimum Wage Act rights.
- Commellini Estate may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.
- If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee may contact the human resources department.

Required Notification

Initial Notification of Rights

- At the start of employment Commellini Estate will provide employees with notice of their paid sick leave rights. This notice will include information regarding:
 - An employee's entitlement to paid sick leave;
 - The rate at which the employee will accrue paid sick leave;
 - The authorized purposes under which an employee may use paid sick leave; and
 - That retaliation by Commellini Estate for the employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act is prohibited.
- Commellini Estate will make this information readily available to all employees

Ongoing Notification

- At least once a month, Commellini Estate will provide notice to its employees of:
 - The amount of paid sick leave accrued since notice was last made;
 - The amount of paid sick leave reductions since notice was last made; and
 - The total amount of unused paid sick leave available for use by the employee.
- Commellini Estate will satisfy these notification requirements by providing this information in regular payroll statements.

Contact Information

- Employees with questions about this paid sick leave policy may contact the HR Department or Desiree Seghetti.

Salaried Employees

Commellini Estate provides offers paid sick leave to salaried employees at a rate of at least one hour for every 40 hours worked unless they are specifically exempt from the new law.

Verification for Absences Exceeding Three Days

If an employee has used paid sick leave for an authorized purpose for more than three (3) consecutive days during which the employee is required to work, the employee must provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

For care of the employee or the employee's family member, acceptable verification may include:

- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;
- A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose; or
- Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose.

Verification must be provided to Commellini Estate within 14 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

When an employee or the employee's family member has been a victim of domestic violence, sexual assault, or stalking, the employee's choice of any one or more of the following documents satisfies this verification requirement:

- A written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;
- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- A court order of protection;
- Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim:
 - An advocate for victims of domestic violence, sexual assault, or stalking;
 - An attorney;
 - A member of the clergy; or
 - A medical professional.

Verification must be provided in a timely manner. In the event that advance notice of the leave cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, verification must be provided to the employer within a reasonable time period during or after the leave.

In the event our business, or the employee's child's school or place of care, is closed by order of a public official for any health-related reason, acceptable verification may include:

- Written notice of closure by order of a public official that the employee received regarding the employee's child's school or place of care.

Verification must be provided to Commellini Estate within 14 calendar days of the first day an employee used paid sick leave for such purpose.

For any verification required, please note:

- The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law.
- Any information the employee provides will be kept confidential.

Unreasonable Burden or Expense for Verification

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must contact Lauri Seghetti orally or in writing.

The employee must indicate that the absence is for an authorized purpose, and explain why verification would result in an unreasonable burden or expense on the employee.

- If an employee chooses to put this in writing, options for doing so include, but are not limited to:
 - Completion of the *Employee Verification of Authorized Use of Paid Sick Leave* form; or
 - Sending an e-mail to Lauri Seghetti at Lauri@commelliniestate.com

Within 10 calendar days of receiving the employee's request, Lauri Seghetti will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

- Possible options may include, but are not limited to:
 - Company-provided transportation;
 - Sharing the cost of getting a note from a medical provider;
 - Providing a note of explanation in lieu of other forms of verification; or
 - Exempting the employee from the verification requirement based on the explanation provided.

The Commellini Estate may choose not to pay an employee for paid sick leave taken for such absences until verification is provided.

An employee has the right to contact Lauri Seghetti if the employee believes the proposed alternative still results in an unreasonable burden or expense.

Employee Notice for Use of Paid Sick Leave

Please fill out and return this form to **Lauri Seghetti** by the date specified in the table directly below.

Reason for Paid Sick Leave Use	Foreseeable or Unforeseeable?	Form Required By
To care for yourself or a family member, or because your child's school or place of care is closed by order of a public official for any health-related reason.	Foreseeable	Please complete this form at least 10 days, or as early as practicable, before the first day paid sick leave is used.
To care for yourself or a family member, or because your child's school or place of care is closed by order of a public official for any health-related reason.	Unforeseeable	Please complete this form upon your return from using paid sick leave.
To address issues related to you or your family member being a victim of domestic violence, sexual assault, or stalking.	Foreseeable	Please complete this form as soon as possible before using paid sick leave for such reason.
To address issues related to you or your family member being a victim of domestic violence, sexual assault, or stalking.	Unforeseeable	Please complete this form upon your return from using paid sick leave.

I am providing notification of my use of paid sick leave for the following date(s) and time(s):

Date	Shift Type	Start Time	End Time	Total Hours
	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	

☐ Documentation is attached (if necessary) for use of paid sick leave for more than three (3) consecutive days for which I was required to work.

Employee's Signature

Date

To Be Completed to the Employer

Paid Sick Leave Hours Used:	
Remaining Balance:	
Comments:	

Employee Referral Program

By referring top talent, you play a vital role in Commellini Estate's growth and a friend's individual success. Some of our best candidates are the people you know as friends, family, and professional contacts. All Commellini Estate management and hourly employees are encouraged to participate in the Star Finder program and can be eligible for a financial reward ranging from \$100 to \$200 for each referral hired. Referred candidates cannot be current Commellini Estate employees. More information can be found at www.commellini.com/employees.

PERSONAL INFORMATION & PERSONAL RECORDS

Information maintained in each employee's personnel file is treated confidentially and is typically only released to individuals outside Commellini Estate, Inc. with the employee's written permission or to comply with legal requirements. Supervisors and other employees may not provide personal or employment references on former or current employees unless the employee provides a signed, written release, or as required by law. Commellini Estate will not provide to any credit reference, potential employer or any other non-law enforcement agency any information other than dates of employment and job title unless the employee provides a signed, written release, or as required by law.

ACCESS TO PERSONNEL RECORDS

An employee may review his or her personnel records at a mutually convenient time. If an employee wishes to do so, he or she must notify the Human Resource Manager so that a specific time may be scheduled when a representative will be available to answer questions. Any concerns regarding the completeness or accuracy of the information contained in employee files should be taken up with the employee's immediate supervisor and/or the EEO Officer. If an employee does not feel that the information contained in his or her file is accurate or relevant, the employee may appeal to have it removed or place his or her own statement in the file. Examination of personnel files will generally be limited to two (2) times per year and must be done during normal business hours. Although you may not remove items from your file, you may request a copy of any documents that you have signed. Copies of additional documents will be provided at the discretion of management or as required by applicable state law.

Reporting Changes to Your Personnel File

When you were hired, you provided information to place you on the Company's payroll and to initiate your benefits (such as your name, Social Security Number, address, insurance beneficiary, number of dependents, etc.). It is important to keep your records accurate; therefore, please report any changes promptly. You can change basic information, including your home address and phone numbers, through emailing desiree@commelliniestate.com. If you wish to change other information in your file you believe is incorrect or incomplete, you should review your concern with your manager. Your manager and Human Resources will review the matter and either change the information as you requested or will inform you that they will not make the change and provide you a reason for the refusal. If your change request is denied, you will have the opportunity to prepare a written statement for your file explaining why you disagree with the decision and your version of the disputed matter.

Chapter 3: Safety

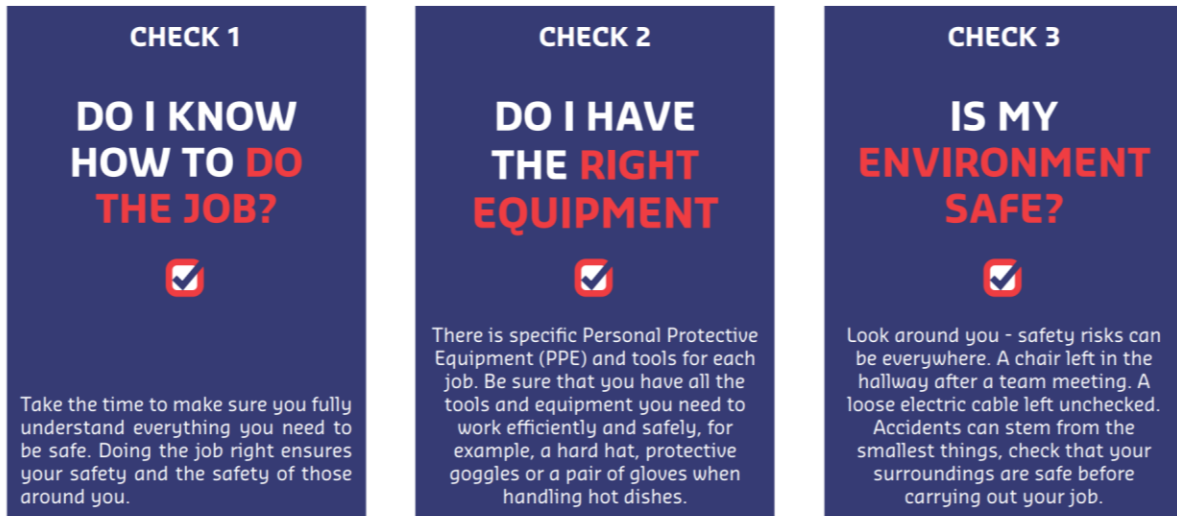
Your Safety at Commellini Estate is very important. We strive to create a safe and healthy workplace free of hazards, but safety starts with you. We ask you to think of safety first before acting or reacting. Our safety campaign, Safety First Program, focuses on three primary objectives:

- Strengthen awareness of safety at every level of our organization, initiating new habits and behaviors to reinforce our safety culture
- Create a Zero Harm mindset based on the belief that all injuries are preventable
- Make us responsible for our safety and the safety of those around us so that all of our employees return home safe every day

The general safety precautions provided here are to assist in keeping you, your fellow employees, customers, and the public safe. We encourage you to use sound judgment and common sense at all times to reduce the risk of injuries and accidents.

Zero Harm Mindset:

It is important that you and your co-workers learn and practice safe work behavior in the day-to-day tasks you do as well as in the non-routine tasks you might perform. This is part of developing a Zero Harm Mindset. To help further this mindset, practice the 3 Checks for Safety before you start any task:



SPEAK UP



If the answer is “no” to any of the checks, share your concern with your supervisor.

HAVING A SAFE DAY IS IN YOUR HANDS!

Be Prepared for an Emergency

The best way to know what to do in an emergency is to plan ahead. To take the guesswork and confusion out of an emergency situation, each unit manager is required to provide emergency response training and to have a current emergency response plan. Learn and practice emergency response procedures before an actual emergency arises.

Violation of any of the safety policies described in this Handbook may lead to constructive counseling up to and including termination of employment.

It is the policy of the Company to:

- Minimize loss due to injury and accidents through positive programs of accident prevention, safety and health standards, and fire protection
- Comply fully with all applicable government guidelines, including but not limited to, the Occupational Safety and Health Act (OSHA)

Injury Prevention: Safety Starts With You

Your manager will share with you the specific job hazards you need to be aware of, enforce the safe work practices that are expected of all employees, and take immediate action to control or

eliminate all hazards. Following these basic safety rules will keep you aware of hazards and help prevent personal injury or the injury of a co-worker or customer:

- All employees are required to observe our health & safety rules and procedures and use all health & safety equipment provided
- We want you to speak up. Notify your manager immediately of any unsafe condition or procedure you may find, even if it has not yet caused a problem
- Do not use equipment until you have received proper instruction about the correct operating and cleaning procedures
- Keep your work area clean and free of hazards
- Use safe lifting practices such as lifting with your legs and using team lifting or carts if you need to lift or move heavy items
- Seek immediate first aid for all injuries, if required
- Ensure all visitors wear required site-specific Personal Protective Equipment

Personal Protective Equipment

Personal Protective Equipment (PPE) for eyes, face, head, and extremities will be provided by Commellini Estate. Employees are required to maintain this equipment in a sanitary condition and wear this equipment whenever there is a reasonable probability of injury to an employee through absorption, inhalation, or physical contact. PPE includes, but is not limited to, appropriate protective eyewear, face shields, hearing protectors, gloves, mitts, arm guards, aprons, protective clothing, barriers, and shields.

Injury or Accident Reporting

You are required to report any on-the-job injury or accident immediately, no matter how minor, to your manager. The manager will evaluate the injury, arrange any appropriate first aid, and transport the employee to obtain appropriate medical attention if necessary.

ACCIDENT REPORTS

Supervisors and employees are required to document the events surrounding any accident or injury sustained. All accident reports must be completed immediately following an injury, or as soon as practically possible. Employees may obtain an accident report from their immediate supervisor. A copy will be sent to the Company President immediately. It also allows the manager to investigate the root cause of the incident while the facts are still fresh in everyone's memory so we can take appropriate steps to prevent a similar incident.

Commellini Estate will not retaliate against any employee who reports an unsafe work condition, injury, or accident, or makes a claim in good faith for Workers' Compensation, regardless of resolution. If you suffer a work-related injury/illness, we will attempt to bring you back to work in accordance with legal requirements and/or Company policy.

Food Safety, Personal Hygiene, and Sanitation for Food Service Units

Your manager is ultimately responsible for ensuring food safety throughout the facility. You have a responsibility to keep your work area clean and organized, to properly respond to any known hazards that are present, and to prevent potential hazards from occurring. Commellini Estate has established extremely high standards with regard to personal hygiene, sanitation, and safe food handling. The following list addresses only general food safety requirements that are applicable to all team members who work in food service operations:

- Follow the food safety program guidelines at all times
- Complete the Food Safety Training Requirements for Frontline Employees or the Food Safety Certification Requirements for Managers and Supervisors as indicated in the HACCP Manual/Food Safety Management System
- Notify your manager so appropriate action may be taken if you have symptoms associated with gastrointestinal illness (diarrhea, fever, vomiting, jaundice, sore throat with fever); if you have infected wounds, lesions, or boils; or if you are diagnosed with or exposed to an illness that can be transmitted through food
- Report any food safety concern to your manager
- Wash your hands frequently, using the proper hand washing techniques
- Wear disposable gloves or use clean, sanitized utensils when handling ready-to-eat food
- Keep your uniform or work clothing clean at all times
- Wear approved slip-resistant safety shoes and approved hair restraints
- Do not wear a watch or jewelry on hands and arms when handling food except one smooth surface hand ring/band and/or medical alert bracelet
- Follow the unit rules about eating, drinking, smoking, or using tobacco products in approved areas and at appropriate times
- Clean and bandage wounds or small cuts on your hands; cover with waterproof, disposable gloves
- Take and record temperatures on the HACCP Temperature Logs honestly and accurately, if applicable to your work duties

All new employees who work in food service must complete a two-step training program in food safety. You will be trained in personal hygiene and food safety procedures, and learn how to clean and sanitize as well as calibrate and use thermometers. You also will receive training in other areas such as: receiving and storing, preparing and cooking, food allergens, cleaning and sanitizing, and serving food.

Hazardous Materials “Right to Know”

The “Right to Know” Act requires all employers to comply with the following requirements:

- Maintain a listing of hazardous materials and safety data sheets (SDS)
- Provide copies of the SDS to any employee who requests them
- Provide training to employees who use materials classified as hazardous

At Commellini Estate, the materials we use which are classified as hazardous materials are, for the most part, cleaning chemicals. The list of materials and SDS are maintained at a specific location in each unit (near employee information center above sink). Your supervisor/manager will advise you as to the location of this information. When working with any chemical, follow these precautions of the “Right to Know” laws:

- Read the label of any chemical you use and follow the manufacturer’s precautionary statement, hazard statements, and supplemental information for that chemical
- Do not mix different chemicals
- Make sure all containers are labeled correctly to show the product identifier, supplier identification, hazard pictograms, signal word, precautionary statements, hazard statements, and supplemental information
- Use chemicals only for their intended purpose
- Wear personal protective equipment as required by the SDS

Safety Basics & Rules

You are required to comply with all aspects of Commellini Estate's Safety First Program. You are required to participate in safety training and are encouraged to play an active role in the safety program. If injured, you are required to report injuries, seek treatment, and comply with specific medical recommendations in accordance with Washington State's specific worker's compensation laws.

The following rules were developed to provide general guidelines for all employees to perform their jobs safely. It is every employee's responsibility to follow these rules and to encourage other employees to follow them as well. Willful violation of safety rules will result in disciplinary action up to and including termination. These rules are subject to change and will be reviewed periodically.

- a) If you are unsure how to safely perform any task, ask a manager for direction.
- b) If you feel that a task is beyond your physical capabilities, ask for help. This includes lifting heavy objects,
- c) Use common sense when performing any job.
- d) Know the location of your First Aid Kit, and notify management if any item needs replenished.
- e) Practice good housekeeping. All work areas must be neat, clean, and organized.
- f) Know the location of the following:
 - i. Main water shut-off valve
 - ii. Main gas shut-off valve
 - iii. Main electrical breakers
 - b. Hand-held fire extinguishers
 - c. Fire alarm pull stations
- g) Do not block fire extinguishers and fire alarm pull stations.
- h) Immediately report any unsafe act or condition to your management team whether or not an injury has occurred.
- i) Report any injury, whether personal, employee, or guest, to your immediate supervisor regardless of how minor.
- j) Do not run any equipment unless appropriate safety guards are in place and operational and you have been trained and certified in the proper operation of the equipment.
- k) Employees must wear appropriate personal protective equipment whenever required. These include but aren't limited to company-approved slip-resistant safety shoes, rubber gloves, splash-resistant goggles, hot mitts, cut resistant gloves, protective aprons, etc.
- l) Employees must wear approved shoes at all times when working in the building.
- m) Employees must wear seat belts (both driver and passengers) while traveling in a motor vehicle on company business and abide by all traffic laws.
- n) Never distract the attention of another worker. Horseplay is a serious violation and will not be tolerated.
- o) Never run.
- p) Be cautious in congested areas and blind corners.
- q) Keep the floor clean, dry, unobstructed, and free of any trip and slip hazards.
- r) Follow all security guidelines outlined in the Commellini Estate way

- s) Help the management team in its enforcement of safety rules. Report weaknesses in safety rules, make suggestions for improvement, and teach fellow employees the safe way to perform a job. Play an active role in the Commellini Estate safety program.
- t) Keep all chemicals labeled, stored away from food, and covered when not in use.
- u) Keep all storage areas clean, organized, and safe. Do not store unapproved chemicals or flammable liquids.
- v) Keep all exits free from obstructions.
- w) Keep all coolers clean, organized, and safe. Do not block cooler aisle ways. Do not store glass containers in freezers.
- x) All products in coolers must be covered unless they are being cooled on the cooling shelf or a top shelf.
- y) Electrical panels must be clear 36 inches from the panel to allow easy access for the management team or emergency personnel.
- z) Do not operate electrical equipment with wet hands
- aa) Do not smoke or permit others to smoke in "No Smoking" areas.

Driving Responsibilities

Driving is an important part of our personal and work lives. Driving is no time to multi-task. Commellini Estate requires you to stay focused on the road when driving is part of your job responsibilities. Employees who are asked to use a vehicle for Company business must:

- Provide a copy of a current and valid operator 's license
- Use seat belts and any other passenger restraint devices installed in the vehicle and require passengers to do the same
- Obey all laws that apply to vehicles, traffic, and parking
- Not text message or use a handheld mobile device while operating a vehicle
- Not drive while abilities are impaired by the consumption of drugs, including prescription drugs, or alcohol

All employees who use their personal vehicle on company business for any reason, however incidental the use, **MUST** have personal auto insurance in effect at the time of such use, otherwise business use of a personal vehicle is strictly prohibited.

Workplace Security

Commellini Estate is committed to protecting the safety and security of:

- Employees and their possessions
- Clients, customers, and their possessions
- Company/client property

You may not bring potentially dangerous items onto Company/client property including, but not limited to, unauthorized controlled substances, illegal drugs, firearms, ammunition, or weapons of any sort, unless such possession is protected by state or local law. Possession of any prohibited item on Company/client property will be grounds for constructive counseling, up to and including termination of employment. We are not responsible for any articles that are lost, damaged, or stolen. All lockers and desks remain Company/client property.

Commellini Estate may open and inspect lockers and desks, as well as any contents or articles that are in lockers or desks. Unattended articles on Company/client property also are subject to inspection. Such an inspection can occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by any manager or security personnel designated by the Company.

Commellini Estate and/or its clients may use video recording devices at work locations to prevent theft, ensure the safety of employees, customers and the public, or otherwise monitor the workplace. Video recording will not be used in private areas such as locker rooms and restrooms.

If Commellini Estate has a reasonable suspicion that you are in unauthorized possession of Company/client property, another employee's property, a prohibited substance, a dangerous item, or that your work performance or behavior may have been influenced in any way by alcohol or drugs, a manager may request you to submit to a search of your clothes and/or possessions. This right includes, but is not limited to, the inspection of parcels, packages, purses, lunch boxes, briefcases, and cars on Company/client premises. If you refuse to submit to a search, you may be subject to constructive counseling, up to and including termination of employment.

SECURITY

Security is an important concern for all employees. When leaving the premises at the conclusion of the workday, employees are required to check their work area for open windows, lights left burning, running machinery, coffee makers left on and other potential hazards. Upon exiting the building and/or premises, employees must ensure that all doors, windows and gates are secured and locked, and any alarms are activated.

For the safety of all our employees and the security of our business, Commellini Estate requires that all employees follow the practices listed below:

- Enter the facility through the entrance designated by your manager or the client, and go only to those areas authorized by your manager
- Keep receiving entrance locked, except when receiving deliveries
- Know where security panic buttons are and how to use them if your unit has them
- Do not resist any robbery attempt; follow reasonable commands and never follow or chase a robber. Remember—money and product are not worth jeopardizing your safety or the safety of any employee, client, or customer
- Report any suspicious activity to your manager and/or security

UNAUTHORIZED PERSONNEL

Commellini Estate, Inc. personnel on duty should make every effort to be aware of strangers on the premises. Anyone who notices an unfamiliar or unauthorized person on the premises should contact the supervisor in charge. Off-duty employees are not to be on the premises, other than public areas except for official business or picking up paychecks on off-duty days.

Policy Against Workplace Violence

We are committed to creating a safe and positive work environment for all of our employees. The Company takes a zero-tolerance approach to acts or threats of workplace violence. Any act or threat of violence will be taken seriously and investigated immediately by the Company.

While it is not possible to list all circumstances that constitute threatening and violent behavior, the following are some examples of behavior that violate this policy:

- Use of threatening, intimidating, or abusive language and/or gestures
- Use or possession of firearms, explosives, stun guns, ammunition, or any other type of weapon on Company or client property unless such possession is protected by law
- Stalking of employees or customers
- Workplace sabotage
- Fighting, hitting, or otherwise committing violence toward any employee or customer
- Throwing objects
- Verbal threats to harm another individual or destroy property

If you observe, know, or learn about any acts or potential acts of violence, you should immediately contact one or more of the following:

- Your manager
- Client security department personnel, if available, at the account or in the facility
- The HR department

In all cases, the complaint and the investigation will be handled as confidentially as possible. The only people informed about the situation will be those directly involved or those with a need to know. Commellini Estate will not retaliate against anyone who in good faith reports or cooperates in an investigation of possible workplace violence.

If an investigation confirms threatening or violent behavior has occurred, the manager and Commellini Estate Human Resources representative will determine what action is appropriate. Significant threats or acts of violence will ordinarily result in termination of employment. In certain situations, individuals who violate this policy may be required to obtain counseling or other available assistance to remain employed.

Health Awareness Food Employee Reporting Agreement

The purpose of this agreement is to ensure that Food Employees notify the Manager when they experience any of the conditions listed so the Manager can take appropriate steps to prevent the transmission of foodborne illness.

Employee agrees to report to the Manager:

1. Future Symptoms and Lesions including:

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Sore throat with fever
- Lesion containing pus on the hand, wrist, or an exposed body part (such as boils and infected wounds, however small)

2. Future Medical Diagnosis:

Whenever diagnosed as being ill with Typhoid fever (*Salmonella typhi*), Shigellosis (*Shigella* spp.), Shiga toxin-producing *Escherichia coli* infection (*Escherichia coli* 0157:H7), or Hepatitis A (Hepatitis A virus).

3. Future High-Risk Conditions:

- Exposure to or suspicion of causing any confirmed outbreak of Typhoid fever, Shigellosis, Shiga toxin-producing *Escherichia coli* infection, or Hepatitis A
- A household member diagnosed with Typhoid fever, Shigellosis, illness due to Shiga toxin-producing *Escherichia coli* infection, or Hepatitis A
- A household member attending or working in a setting experiencing a confirmed outbreak of Typhoid fever, Shigellosis, Shiga toxin-producing *Escherichia coli* infection, or Hepatitis A

Reporting requirements specified above involving symptoms, diagnoses, and high-risk conditions specified; work restrictions or exclusions that are imposed upon employees; and good hygienic practices.

Failure to comply with the terms of this agreement could lead to action by Commellini Estate or the food regulatory authority that may jeopardize employment and may involve legal action against the employee.

Chapter 4: What We Expect

Commellini Estates strives to provide you an environment where you can flourish and grow. We want you to be successful. To help you succeed, we believe it is important to set clear expectations of performance and behavior. We expect you to perform your job duties to the highest professional, ethical, and business standards at all times. This chapter will provide you with a general overview of Commellini Estate's policies. Please note that violation of any of these policies may result in constructive counseling, up to and including termination of employment.

Use of Constructive Counseling

Commellini Estate promotes and preserves a safe, productive, and pleasant work environment, which enables you to achieve your highest level of productivity and self-fulfillment. We require all employees to meet the standards of performance and conduct that have been established for their jobs. When employee performance or conduct does not meet Company standards, the constructive counseling process is used to ensure understanding of the expectations. Through our constructive counseling process, your manager will decide what action is appropriate by considering such factors as your work history, frequency of policy violations, conduct, past and present level of performance, and the seriousness of your offense. Counseling actions may include coaching, written warning, and/or termination of employment. The action taken will be appropriate to the problem behavior or performance issue. The use of any or all of these options is up to the business judgment of the manager in light of the severity of the offense and all circumstances surrounding the unsatisfactory performance or inappropriate behavior, and there is no guarantee that you will be issued progressive discipline. Some types of performance or behavioral problems are so serious that they result in immediate termination of employment.

Constructive Counseling Actions Coaching

If any employee's unsatisfactory performance or conduct persists after discussion or is sufficiently serious, the employee may be told of:

- The unsatisfactory performance/conduct
- The level of performance or conduct that is expected and a reasonable deadline by which that must be achieved
- What actions may be taken if the violation or unsatisfactory performance occurs again.

Written Warning

A written warning may be issued when an employee's conduct is serious enough or an employee does not correct unsatisfactory performance or conduct discussed in a coaching.

Investigatory Suspension

Employees may be placed on investigatory suspension to allow the Company time to investigate facts surrounding a serious performance or conduct problem.

Termination of Employment

Termination of employment may occur when an employee's performance does not improve after constructive counseling or when an employee's conduct is sufficiently serious. While the Company hopes to correct most types of unsatisfactory performance or conduct through constructive counseling measures, some types of performance and misconduct are so severe they may warrant termination without any prior constructive counseling. Examples of these types of violations include, but are not limited to, the following:

- Criticizing, condemning, or complaining in a manner that affects employee morale
- Any violation of the Company's Ethical Conduct Policy
- Insubordination or failure to carry out reasonable requests made by the manager or supervisor

- Theft, attempted theft, or removing Company, client, or co-worker property from the premises without proper authorization
- Willful misuse or destruction of Company, client, or a co-worker's property
- Sleeping during work time
- Walking off the job
- Any violation of the Company's Drug and Alcohol Use policy, including the possession or consumption of unauthorized controlled substances or alcoholic beverages, or being under the influence of unauthorized controlled substances or alcoholic beverages on Company time or on Company/client premises
- Gambling on Company time or on Company/client premises
- Sexual harassment, other harassment, discrimination, and/or retaliation in violation of Company policy
- Any violation of the Company's Workplace Violence Policy, including threatening, intimidating, or violent behavior
- Possession of a dangerous weapon on Company/ client premises, unless such possession is protected by law
- Any disorderly conduct, such as profanity or yelling, including the use of vulgar, abusive, or obscene language, while on Company/client premises or arising out of Company business
- Falsification of Company-related documents, including, but not limited to, records of time worked, payroll records, expense reports, employment applications, or any application for leave of absence
- Grossly negligent conduct that results in a workplace injury, accident, or otherwise causes a workplace hazard
- Conviction of a crime or off-duty conduct that relates to the employee's fitness for employment
- Failure to abide by Company policies, including but not limited to confidentiality, proprietary information, use of the Company's electronic communication systems, and conflict of interest
- Other serious misconduct

Ethical Conduct

We believe in conducting our business in accordance with uncompromising ethical standards. As an employee you should never give up these ethical standards for personal or business gain. You must avoid all situations or interests that conflict with your responsibility to the Company.

Conducting business ethically requires that employees:

- Obey all relevant laws, including employment and employment-related laws within your operating region
- Treat others fairly, with dignity and with respect
- Prepare all company records, including financial records, carefully, accurately and with honesty and integrity
- Report financial conditions and results of operations honestly and promptly

- Deal honestly and fairly with the Company and its clients, customers, suppliers, and financial partners, including responding truthfully to any work-related inquiry or investigation
- Avoid actual and potential conflicts of interest (situations where you make or influence a decision that may result in personal gain for you or others closely associated with you, including loaning money to or borrowing from other employees)
- Avoid the improper giving and receiving of gifts (for gifts valued at more than \$100, seek approval from your manager prior to receiving or giving the gift)
- Safeguard the Company's assets (supplies, equipment, and premises of the Company and/ or its clients are not to be used for personal use without prior permission and arrangement of adequate payment)
- Protect confidential and proprietary information of Commellini Estate (as defined by Company policy), clients, customers, employees, and others from whom we may receive confidential information
- Separate your personal political activities from the Company's business
- Report observed violations of standards to your manager, or through the ethics line

In our business dealings, we may be faced with ethical and legal questions. Since it is difficult, if not impossible to include every situation that may occur, it is imperative that you consult your immediate supervisor if you have any question regarding your latitude for decisions in this area

If you are aware of an unlawful or unethical situation, you are responsible for reporting it to your immediate supervisor when possible. You may also report to higher levels of management. Reports of unlawful or unethical practices will be investigated promptly. Commellini Estate's will not tolerate any threats or acts of retribution toward you for reporting these incidents.

Employment Laws

We expect everyone at Commellini Estate to comply with all federal, state, and local employment laws. Posters with descriptions of certain applicable laws are posted in your workplace. Every employee is expected to share the Company's commitment to business integrity by maintaining the highest legal and ethical standards.

Appropriate Conduct

At Commellini Estate, we believe it is important to treat others with respect and dignity. Showing respect to each other through words and actions is an important foundation for creating a fair and professional work environment where each person is valued and each contribution is recognized. Open and honest two way communication creates an environment of trust where people feel comfortable sharing their thoughts and opinions. Your suggestions and ideas, along with your efforts to provide our customers with the best service possible, are welcome and contribute to our individual and collective success.

Limitations on Employment of Relatives

Commellini Estate seeks to hire the most qualified applicant for any open position. On occasion, that applicant may be the relative of a current employee. The employment of relatives in certain positions may create an opportunity for a conflict of interest or the perception of favoritism.

Therefore, Commellini Estate will not, without prior approval of the Segment Vice President of Human Resources, place a non-temporary, full or part-time employee under the direct supervision of a relative, or in a position or department where he or she:

- Approves the wages or working conditions of a relative
- Audits, verifies, or is entrusted with money received or handled by a relative
- Has access to confidential information (such as payroll and/or personnel records) about a relative

For the purposes of this policy, relatives include, but may not be limited to: spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, cousin, niece, nephew, or domestic partner. For relationships other than these, Commellini Estate reserves the right to apply this policy if there is, in the Company's judgment, sufficient potential for conflict of interest or a perception of favoritism. This does not mean we do not want you to refer friends and family to our employee referral program, Star Finder.

Professional Relationships Among Employees

Commellini Estate is committed to providing an enjoyable and professional working environment for every employee. To accomplish this, we make every effort to ensure that our facilities are free from any form of harassment and that all employment opportunities are based on merit and sound business decisions, and not on factors such as favoritism. Inappropriate relationships involving employees and managers can have potential negative impacts on the Company and its employees, which may include, but are not limited to:

- Allegations of sexual harassment
- The appearance of favoritism
- The creation of conflicts of interest
- Other damage to the business relationships between employees

For these reasons, Commellini Estate expects all managers and supervisors to maintain professional and businesslike relations with employees at all times which includes, but is not limited to, refraining from the following types of relationships with direct and indirect reports:

- Romantic or sexual relationship
- Ongoing social relationship outside of work
- Outside business relationship
- Landlord-tenant relationship or other joint living arrangement

This policy is not intended to preclude Company managers from hosting or participating in occasional lunches or social events with their direct and/or indirect reports in the interest of maintaining good working relationships.

Professional Client and Customer Relationships

We expect you to maintain business relationships with clients and customers in the most professional and ethical manner possible. We strongly discourage you from establishing inappropriate relationships with clients and customers, because such relationships can have potential negative impacts on the Company, its employees, and its clients and their customers, which may include, but are not limited to:

- Allegations of sexual harassment
- The appearance of favoritism
- The creation of conflicts of interest
- Other damage to the business relationship between the Company and the client

For these reasons, the Company expects its employees to maintain professional and businesslike relations with its clients and customers at all times, which includes, but is not limited to, refraining from the following types of relationships:

- Romantic or sexual relationship
- Outside business relationship
- Landlord-tenant relationship or other joint living arrangement

Clients and customers also includes the employees of a client

Additionally, this policy is not intended to stop our managers from socializing with officials or clients in the interest of maintaining good business relationships.

Requirement to Inform

If you enter into a relationship described above with an employee, client, or customer, you must inform your manager of the relationship. During the course of the relationship, Commellini Estate reserves the right to evaluate the impact of the relationship on Commellini Estates's legitimate business interests and to take appropriate steps to minimize any impact on its interests

Confidential and Proprietary Information

As a Commellini Estate's employee, you may have access to confidential and proprietary information. "Confidential Information" includes information such as, but not limited to, financial records and reports, contracts, strategy and marketing plans, and information received in confidence from clients, and does not include information employees are permitted to discuss under the National Labor Relations Act. Employees are required to maintain the confidentiality of Confidential Information about the Company, and Confidential Information we receive from clients, customers, vendors, suppliers, and various others with whom we conduct business. Confidential Information should be shared only on a need-to-know basis and not outside the Company. If you have any questions about whether particular information is confidential and/or proprietary, treat it as confidential until you can obtain guidance. You should contact your manager or the HR Dept. if you have any questions or concerns. Competitors or other groups may attempt to learn about matters, which could be used to the detriment of the company and all employees. Releasing confidential information to unauthorized individuals will result in immediate termination.

Solicitation/Distribution Rules

Our goal is to create a work environment where employees have the time, tools, and support necessary to perform their jobs without distraction. Therefore, we prohibit solicitation during work time as it may cause co-workers to neglect their own work, interfere with the work of others, or make employees feel uncomfortable or coerced. The Company may permit a limited number of charitable solicitations on behalf of Company-sponsored charities. Under this policy, you may not:

- Solicit for any cause during work time or solicit other employees who are on work time
- Distribute literature of any kind during your work time or distribute literature of any kind to other employees who are on work time
- Distribute literature at any time for any cause in working areas

Work time does not include authorized breaks or meal periods or other times when you are not responsible for performing work tasks. Working areas do not include break rooms, sidewalks, parking lots, and other similar areas, unless it is part of your job, or the job of the employee being solicited, to work in that location at that time. Prohibited solicitation includes promotion of membership and subscriptions

Fraud, Theft, or Embezzlement

Commellini Estate's will not tolerate dishonest practices. This includes but is not limited to hours worked, expense reports, deception of numbers, unlawful taking of property of Commellini Estate's its employees, guests, or suppliers. Disciplinary action will be taken against any offender up to and including dismissal. Applicable evidence will be turned over to the proper authorities for prosecution under the law. Full restitution will be required. Documentation will be entered into your personnel file.

Limitations on Outside Employment

Employees are required to notify management if they expect to accept outside employment (including self-employment) to ensure the job will not create a conflict of interest or interfere with job performance or duties.

If you have a second job, including self-employment or employment with a Company client, and we determine that your outside work interferes with your job performance and/or your ability to meet our job requirements, you may be required to terminate the outside employment. No preference or special consideration will be given to you because you hold a second job. However, Commellini Estate may be able to work within your availability, pending on role/position. Employment that creates a conflict of interest with the business or interests of our Company is prohibited. If you want or need to engage in outside employment that actually or potentially conflicts with our business interests, you must submit a written request to your manager and receive written approval from a HR Representative or above.

Limitations on Use of the Company's Electronic Communications Systems

The Company's "electronic communications systems," which include but are not limited to email, instant messaging, mobile devices, the Company's intranet, voicemail, telephone, fax and other portable or desktop hardware devices (including but not limited to tablets, desktop computers, and laptop computers) or software are provided by Commellini Estate to help employees carry out their business activities. Our electronic communications systems are the Company's property, installed and maintained to facilitate communications related to Commellini Estate business. These systems are to be used for legitimate Commellini Estate business purposes. Commellini Estate permits some limited personal use of these systems that does not interfere with the employee's work time or with Commellini Estate's use of its systems for business purposes. Limited personal use includes brief email transmissions between or among individuals. Bulk or mass email transmissions (i.e., transmissions to more than 10 addressees, whether sent to all addresses at the same time or to each one individually) for commercial, political, charitable, or other non-business reasons are considered personal use, and are prohibited unless you have received prior approval from Commellini Estate management. The Company expects every employee to use computer software and its related documentation strictly in accordance with the applicable license agreement. The Company does not permit the illegal use or duplication of software.

It is expected that all electronic communications systems will be used responsibly. The Company prohibits employees from using its electronic communications systems to:

- Engage in communications that violate the Company's policies regarding discrimination and harassment
- Access sexual or pornographic internet websites, chat rooms, or any other sites inappropriate for a work environment and/or inconsistent with the Company policies
- Promote private or personal business activity
- Disclose proprietary, confidential, or nonpublic Company information (as defined by the applicable Company policy), except for legitimate business purposes

Commellini Estate reserves the right to access, review, copy, and delete any electronic communications sent, received or stored on its electronic communications systems, without notification. Personal messages and personal use of any electronic communications systems cannot be considered private and are subject to the same access rights.

Use of Social Media

“Social Media” includes all types of posting on the internet, including, but not limited to, personal websites, blogs, social networking sites, forums, message boards and chat rooms. The Company embraces Social Media as an important tool of corporate and business engagement. In addition, the Company recognizes that employees are increasingly using Social Media for both personal and business reasons. Employees who wish to create a Social Media site for work purposes must follow the approval process and abide by the guidance contained in the applicable policy in the Company Policy Manual. The Company permits limited and occasional personal use of Social Media during working time, as long as such use does not interfere with the employee's job responsibilities, the business of the Company, and/or otherwise violate Company policy.

Commellini Estate's policies apply to off-duty personal use of Social Media when the employee either: (1) identifies himself/herself as a Commellini Estate employee (either explicitly in his/her posting, or generally on his/her Social Media page); (2) discusses the Company or co-workers in any manner, or discusses customers, clients, vendors, and/or suppliers as related to their association with Commellini Estate; and/or (3) engages in Social Media communications or interactions with coworkers, customers, clients (including employees of clients), vendors, or suppliers.

Public Information for News Media

It is the policy of the Company that, in releasing information with corporate implications to print and broadcast media, we must “speak with one voice.” Do not make statements or comments on the Company's behalf to the media. If you are asked by the media to speak or comment on the Company's behalf, contact your manager or Corporate Communications immediately.

Drug and Alcohol Policy

Commellini Estate is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, and temporary

workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

We reserve the right to inspect our premises for these substances. We reserve the right to conduct alcohol and drug tests at any time. We may terminate your employment if you violate this policy, refuse to be tested, or provide false information.

Definitions under this policy

A “substance” includes alcohol, illegal drugs, inhalants, and prescription and over-the counter drugs.

An “illegal drug” is any substance that is illegal to use, possess, sell, or transfer.

“Drug paraphernalia” are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.

A “prescription drug” is any substance prescribed for an individual by a licensed health care provider.

An “inhalant” is any substance that produces mind-altering effects when inhaled.

You are “under the influence” if any substance:

- impairs your behavior or your ability to work safely and productively;
- results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property; or
- is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

“Company premises” include our buildings, grounds, parking lots, and company provided vehicles.

Company rules

You must follow these rules while you are on company premises and while you conduct company business. The rules apply any place you conduct company business, including a company vehicle or your own vehicle:

1. You may not use, possess, or be under the influence of alcohol on company premises. If management approves, you may drink moderately at certain off-premises, business related meetings or social gatherings.
2. You may not use, possess, or be under the influence of illegal drugs.
3. You may not sell, buy, transfer, or distribute any drugs. It is against the law to do so, and we will report such actions to the authorities.
4. You may not use, possess, sell, buy, transfer, or distribute drug paraphernalia.

5. You may not use or be under the influence of inhalants or marijuana.
6. You must follow these rules if you take prescription or over-the-counter drugs on the job.
 - a. You may use a prescription drug only if a licensed health care provider prescribed it for you within the last year.
 - b. You may use prescription or over-the-counter drugs only if they do not generally affect your ability to work safely.
 - c. You must follow directions, including dosage limits and usage cautions.
 - d. You must keep these drugs in their original containers or bring only a single-day supply.
2. The company may consult with a doctor to determine if a prescription or over-the counter drug may create a risk if you use it on the job. The company may change your work duties or restrict you from working while you are using a prescription or over the-counter drug that creates such a risk.
7. You may not use machinery while taking prescription or over-the-counter drugs that impair your ability to work safely. This includes vehicles. You must cooperate with any investigation into substance abuse. An investigation may include tests to detect the use of alcohol, drugs, or inhalants.

Testing

Testing may include urine, blood, or breathalyzer tests. Before testing, you will have the chance to explain the use of any drugs. We will follow laws for keeping test results confidential.

Chapter 5:YOU AND YOUR UNIT

Appropriate Attire and Appearance

Commellini Estate has high standards of dress, grooming, and personal hygiene for all employees. Safety and cleanliness are essential parts of providing high quality service to our customers. All employees are expected to exercise sound judgment with regard to personal appearance, dress, and grooming to enable them to be most effective in the performance of their duties. Public perceptions can help us succeed and prosper, or can contribute to a loss of business. Perceptions are formed, fairly or not, partly by the outward appearance and dress of our employees. A neat and clean personal appearance is essential to our public perception and an employee's advancement.

Minimum Standards of Grooming/Hygiene for all Commellini Estate Employees:

- Practice good hygiene through regular bathing and use of deodorant/antiperspirant and reasonable oral care
- Cover all cuts, rashes, or minor skin eruptions
- Keep hands clean and fingernails trimmed and neat (nail coverings including polish, acrylics, tips and gels are not permitted for food service employees)

Minimum Standards of Dress for Front of House Unit (Event Staff, Server, Bartender & Bus Person)

- Bottom: Black dress or black slacks.
- Top: Black shirts with a minimum of capped sleeve. No tank tops or V-necks (nothing low cut). Black long or short-sleeved solid polo or button up shirt tucked in works well.
- Shoes: Must be **ALL** black and slip resistant. Low-top athletic-style or dress-style

BACK OF HOUSE (Chef & Prep Chef)

- Black chef coat with black pants. Hair restrained in chef cap or hat that is white, black or grey.
- Shoes: Must be **ALL** black and slip resistant. Athletic-style and boot-style

Office Unit Mid-week (Not applicable During Events)

- **Business Casual Definition:** Not requiring a suit and tie or tights, but is still intended to give a professional and businesslike impression.
- **For her:** From tailored pants to dresses (not more than an inch or two above the knee), women have options. Aim to keep footwear relatively conservative (no sandals of any kind)
- **For him:** Dress pants, a collared shirt and a belt are standard. Blazers, tailored sweaters and leather shoes work as well.
- Please note leggings are NOT pants

Mid Week Maintenance

- Bottom: Pants required (no shorts). Jeans usually work best. This a safety concern to keep legs protected.
- Top: No specific shirt requirements.
- Shoes: Closed toes shoes required
- Hands: Gloves required for most tasks
- Key for Maintenance crew: as your projects will very week to week it is best to bring multiple layers best suited for the weather and time of the year.

ALL EMPLOYEES

Clothing must not be faded out, wrong style, wrong color, wrinkled, stained, tight fitting. Belt must be worn if there are belt loops. Belt must be black. Socks should match slacks. No tight fitting or stretch pants. No split seams or slacks that are too long and drag on the floor. Facial hair must be freshly-shaven. Beards and mustaches must be neat and trimmed. No chipped nail polish. You may purchase your clothing anywhere according to the above requirements. We reserve the right to require you to cover any visible tattoo.

The following are examples of inappropriate dress for all employees unless part of a special uniform, policy, or special event:

- Jeans/denim pants *
- Overalls *

- Shorts of any kind
- Jogging suits
- sweat suits or athletic wear of any kind
- Leggings, stretch pants, or stirrup pants
- Any garment which is excessively tight or revealing
- Undergarments worn as outerwear
- Baseball caps*
- Flip flops or Sandals of any kind

* designate the exception of the maintenance crew

OTHER DRESSCODE RULES

1. Employees must wear the attire as defined by work area.
2. All employees must be in appropriate dress at the time they clock in and at all times while on duty. Employees must report to and from work in full work attire.
3. Work attire must be laundered and presentable.
4. Commellini Estate's strives to maintain our "Family" restaurant image.
5. Employees must remove all visible pierced jewelry while at work. Exception: Females are permitted to wear two small earrings in each ear.
6. Employees must maintain a high standard of personal hygiene and grooming when reporting to work.
7. Hair must be restrained in food production areas and the dish room. Service staff must have hair pulled away from face.
8. All employees must be wearing slip-resistant shoes at all times when working. Failure to wear slip-resistant shoes or overshoes will disqualify an employee from working.

FAILURE TO COMPLY TO DRESSCODE

Employees who are not wearing approved dress or shoes will be sent home without pay and directed to return to work in proper attire. Willful refusal to comply with this policy could result in disciplinary action up to and including termination.

Personal Phone Policy, Messages and Visitors

To make the best use of your work time and for the safety and respect of others, you should limit personal phone calls and the use of electronic communication devices to scheduled break times. Personal phone calls or using electronic communication devices during work time may result in constructive counseling. Unless you are given specific permission from your supervisor, your personal mobile device is not permitted while on the clock and should be turned off during work time. Personal visitors are not permitted in unit work areas that are not open to the public. Further restrictions may be implemented at the unit

USE OF COMELLINI TELEPHONES

Commellini Estate Inc. telephone lines are intended solely for business use and should not be used or tied up for personal phone calls. The use of Commellini Estate's telephone for personal calls without management's approval is not permitted.

SMOKING

In order to provide and maintain a safe and healthy work environment for all employees, the Company prohibits smoking or any tobacco use on all Company or client premises, except in designated smoking areas. This prohibition covers, but is not limited to, cigarettes, pipes, cigars, snuff, electronic cigarettes, and chewing tobacco and applies at all Company-sponsored off-site events and meetings and to all vehicles owned or leased by the Company. When smoking or otherwise using tobacco or similar products in a designated smoking area, do not leave cigarette butts or other traces of litter or tobacco use on the ground. Dispose of any litter properly in the receptacles provided for that purpose.

Smoking by employees is permitted only during rest or meal periods. The current designated area is fifteen feet down the stair out the scullery door. Please ensure that you are not in view of customers. Washington regulations prohibit smoking in indoor public facilities and workplaces within twenty-five (25) feet of doors, windows and vents of public places or general use areas.

Leaving and Returning to Work for Frontline Employees

It is recognized that there may be times when you need to leave the unit during work hours to conduct personal business. If you do need to leave the unit, make sure that you:

- Obtain permission from your supervisor/ manager before leaving the premises. If you have a scheduled appointment, you must obtain advance approval for your absence in accordance with your unit's attendance policy
- Accurately record your time when leaving and returning to work
- Check in with your supervisor/manager immediately upon returning

At the end of your work schedule, you are expected to leave our Company/client premises. Furthermore, before or after work hours, you are prohibited from entering into Company/client premises, not including parking areas, other outside areas or areas that are made available to the general public to the extent you are using the public areas in the same manner as a member of the public would be permitted to use them.

Work Hours, Breaks and Recording of Time

Off the Clock Work Prohibited

Commellini Estate is committed to paying its employees in accordance with applicable wage and hour laws. For hourly paid/non-exempt employees, Commellini Estate strictly prohibits working "off the clock." This means that you must not perform any unpaid work before your shift begins, after your shift ends, or during meal periods and/or legally mandated rest breaks. If, due to business demands, you need to start work early or work past your scheduled shift end time, you must obtain approval from your manager before you do so, and your timecard or other time record must accurately reflect the time that you worked. If you are asked to or do perform any work off the clock, you should immediately report it to the HR Representative so the situation can be corrected and you can be paid.

Meal Periods and Rest Breaks

Meal periods and rest breaks may be granted by your manager as business needs allow and/or as required by law. The following applies to meal periods and/or rest breaks for hourly paid/non-exempt employees:

- Meal periods and legally mandated rest breaks are generally scheduled by management and included in the weekly schedule. If your meal period and/or legally mandated rest break is not included in the schedule, your supervisor/ manager will inform you when to take it/them
- Work requirements will take precedence over the scheduling of meal periods and legally mandated rest breaks, as permitted by law (Note: Some states require meal periods and/or rest breaks at prescribed times)
- Employees must take the full allotment of time for their unpaid meal periods and/or legally mandated rest breaks
- Employees should not be interrupted by work demands during their meal periods and/or legally mandated rest breaks, including through contact on their Company-issued or personal electronic communication device
- Meal periods and/or rest breaks should not be combined, saved up, or used to leave work early
- Employees who smoke are not entitled to additional rest breaks
- Your manager will let you know the designated meal period and/or rest break areas
- Employees are not to leave the premises during their meal periods and/or rest breaks without notifying their supervisor/manager
- Child labor laws may require special meal periods and/or rest breaks for employees under 18 years of age

Exempt employees are expected to manage their time worked, including breaks, in a manner that best meets the business needs and their responsibilities in their functional areas.

Recording of Time

Employees must use the timekeeping system required by their workplace and accurately record their time (For most it will be Revel or Toggl.com). If you are an hourly paid/non-exempt employee, you must:

- Record the time(s) you begin and end your shift(s) during your work day
- Record the start and end of your unpaid meal period(s)
- Record only your own time; do not record time for another person
- If a problem recording time and/or of any corrections or modifications needed to your time record time occurs submit a “Time Adjustment.” This is done online and can be accessed through the employee website. You must request manager approval code for time adjustment.
- Approve your time record at the end of each pay period after verifying its accuracy. A slip is automatically printed on the Revel System.

Notify your manager or the HR Representative as soon as possible if you believe your paycheck does not fully compensate you for all hours worked during the applicable pay period. If you are an exempt employee, you must timely report your use of “exception pay” (such as sick, vacation, personal, or other non-productive time) through email. Falsifying your own or tampering with

another employee's time record is prohibited. If you are found to have intentionally falsified a time record, you will be subject to termination of employment.

Pay Periods/Pay Distribution

Employees receive their pay with a statement listing itemized gross pay and deductions. Direct any questions regarding your pay to your manager. Electronic pay and all pay statements can be viewed through [ViewMyPaycheck](#) program. Please note that we do not cash paychecks at our units.

Employees are informed of their rate of pay at the commencement of their employment. Pay decisions are based, in part, on our assessment of the employee's position, training, experience, the market for similar jobs and the pay relationship between the employee's position and other positions in the Company.

Increases in compensation can be tied to the employee's overall job performance. However, increases may be granted at any time they are deemed warranted by increased responsibilities or due to changes in market conditions. Similarly, there may be no increase if performance, market or financial conditions do not warrant it.

Pay Periods and Paydays:

The payroll cycle will be on the first and 15th of the month. Paycheck will be received 7 days after the end of pay period.

Example: Pay Period Starts - January 1
Pay Period Ends - January 15
Paycheck Received - January 22

Payroll Deductions:

The law requires employers to withhold Federal, State, County, social security and Medicare (FICA), a portion of the Washington State Labor & Industries workers compensation insurance, child support, student loan repayment, garnishments or levies, and all other mandatory deductions from the employee's regular pay, overtime, or any other type of compensation for work performed. An employee may also authorize Commellini Estate, Inc. to deduct for certain health and welfare benefits, 401(k) program, etc. The employee will receive a record of all deductions on each paycheck stub as well as the employee's gross and net pay and year-to-date earnings. Please contact the payroll administrator regarding any questions.

Payroll Direct Deposit

Commellini Estate mandates electronic pay through direct deposit, as permitted by Washington State law. Direct deposit allows employees to have their paycheck deposited into a checking, savings, or credit union of their choice automatically on payday. The direct deposit money is available at your bank on the morning of each payday for your use. Direct deposit offers you several advantages:

- Minimizes delays in receiving your pay due to delivery services outside the control of the Company such as inclement weather, strikes, or vehicle breakdowns
- Eliminates lost or stolen checks
- Eliminates "holds" on out-of-state checks
- Eliminates the need to physically transfer sums of money between financial institutions
- Encourages savings
- Contributes to saving the environment by going paperless

Please see your manager or Commellini Employee Website regarding enrollment in electronic pay options through [ViewMyPaycheck](#).

PAYCHECKS

Here are a few other key items to note about your Paycheck.

1. If a paycheck is lost or stolen after the employee receives it, the employee is responsible for any check cancellation and reissue fees. Contact your manager immediately.
2. If a paycheck is in error for any reason, notify your manager before cashing the check. Errors will be corrected on the next paycheck.
3. Each employee is responsible for any personal status changes that affect paychecks. Correct personal information will ensure that your files are up-to-date. Report any change in your name, address, telephone number, direct deposit number, etc., to your manager immediately. To update tax filing status, complete a new W-4 form.
4. Upon termination or resignation, final paychecks will be issued during the next regular pay cycle, unless state laws dictate otherwise.
5. Retain copies of your check stubs for your records. These cannot be duplicated. You may also sign up for the [ViewMyPaycheck](#) program which emails automatic check stubs.

Tips

Requirements for Tip Reporting:

1. Employees are obligated to report 100 percent of their tips.
2. Employees must keep records to substantiate their tipped earnings.
3. Fully reporting tips can benefit the employee (Social Security, loan applications).
4. The distinctions in reporting charge tips and cash tips. Commellini Estate will report charge tips prior to you receiving them in your paycheck.

USE OF PERSONAL VEHICLE

When your personal vehicle must be used for company business you must:

1. Keep a record of your mileage.
2. Keep receipts for fuel, tolls, etc.
3. Complete and turn in an expense report each month to your supervisor for reimbursement.

EMPLOYMENT STATUS & SCHEDULING

DAY TRIAL PERIOD

1. A new employee must read and sign all appropriate documents relevant to the position prior to starting work.
2. New employees will serve a 90-day trial period commencing on the first day of work.
3. New employees will be evaluated a minimum of one time within the 90-day period.
4. A new employee can be dismissed during their trial period or any time thereafter, if found to be incapable of meeting Commellini Estate's standards.

DEFINITION OF STATUS

All employees of Commellini Estate may be required to work a variety of duties based on business needs.

Full-Time Employees: The manager designates full-time employees. Designation is based on factors including performance, availability, and business necessity. Designated full-time employees work an average of 40 hours or more per week in a 12-month period.

Part-Time Employees: Employees who work an average of less than 40 hours are part-time employees.

On-Call Employee: An employee who is hired on an intermittent or as-needed basis.

SCHEDULING

1. Work schedules are established by managers. Employees are expected to work all of the hours and days assigned. Work schedules are 10 days posted in advance. Review the schedule thoroughly so that you are familiar with your assigned hours and days off. We expect employees to be at work as scheduled, to arrange personal schedules to accommodate our established working hours and to notify us as early as possible if they expect to be absent or tardy. Employees are expected to be at their work station ready to work at the beginning of their assigned shift.
2. As an employee of Commellini Estate, you may be required to work a variety of days and hours from week to week. It is necessary to have the majority of employees work during the weekend when business is at its peak. All employees may be required to work on certain holidays or special days such as Mother's Day and Father's Day.
3. Each employee must complete an availability form when hired and whenever availability changes. Availability forms must be submitted two weeks prior to their effective date.
4. The schedule is written from Monday to Sunday on a weekly basis. It will be posted by Wednesday at 3:00 p.m. of the prior week. Management reserves the right to schedule employees based on business needs.
5. Requests for specific days off that vary from your normal availability must be submitted in writing at least two weeks in advance. All schedule requests are subject to management approval.
6. If you need a day off after the schedule is written, you will be required to find your own replacement whose skills are comparable to your own. These schedule changes must be reported to and approved by a manager.
7. For payroll and accounting purposes, the work week begins at 12:00 A.M Monday and ends at 11:59 P.M. the following Sunday.

REPORTING TO WORK

1. Employees must enter and exit through the back door during business hours.

3. You must be at your work area at your scheduled time. To facilitate this, you may punch in 5 minutes before your assigned starting time. The manager on duty must authorize a starting time that is earlier than this.
4. You are considered tardy for work if you fail to clock in prior to your scheduled start time. If you determine that you will be late, you must call the manager on duty to report your delay.
5. All employees who are paid by the hour must fill out a time card. No hourly employee is permitted to work if he/she has not filled out the time card. It is the employee's responsibility to fill out the time card in order to maintain accurate records.

Employee Parking

To allow adequate parking spaces for our guest please park your car north of the restaurant across the bridge. Do not block any doorways or garage doors. Be sure to leave space for cars to get by. All employee vehicles must be north of the garage, not next to the office. Commellini Estate assumes no responsibility for any automobile or its contents parked on its lot. Although the area around Commellini Estate is very safe please be sure to lock your vehicle.

Reporting Off Work

The staffing of our events is critical and time consuming. Each person who is placed on the schedule is needed in order to make the shift for that day run smoothly. When a scheduled member of the staff is absent, it causes disruption to the workday for the manager and the staff. As an employee, one should be conscientious about his or her attendance and punctuality at work. This is essential to serving our customers and for efficient operations. Furthermore, regular attendance and punctuality show respect for fellow employees who must take on the work of the absent employee. If you are unable to report for a scheduled shift, a manager must be notified.

Rules to Requesting Time off:

Time Off Request Prior to Being Scheduled

- Notify Lauri Seghetti of any schedule request days off. Must be done in written form sent to her Email: Lauri@CommelliniEstate.com. When approved the time off will be added to the employee calendar

Time Off Request After Being Scheduled

- You are responsible for covering your shift.
- Please consult the Commellini Management Structure to know who can and can not cover your shift.
- Both parties must notify Lauri that the shift has been covered via email.
**If you can not get someone to cover your shift, you must come in and work the shift.*

Emergency/Sick Time of Requests:

- There are the occasional emergency. If such a situation arise call the manager for your scheduled event (see employee schedule for contact information) about what to do. Please do NOT Text.

Additional Reporting Off Work Notes:

1. Reporting off work must only be done for necessary and legitimate reasons.
2. If you are going to report off work, you must speak to manager on duty. An employee is not authorized to accept call-offs. If the employee's manager is unavailable, the employee must leave a message stating:
 - a. The reason for being late or for not being able to report to work
 - b. The probable duration of the employee's absence
 - c. A telephone number where the employee can be reached.
3. If possible, report off work at least 6 hours before the scheduled starting time or the night before for opening shifts.
4. Following absences of more than three (3) days, an employee may be required to complete a Verification of Absence from Work Form or Medical Certification. We reserve the right to request such information earlier at our discretion.
5. Excessive absenteeism or failure to report to work may result in disciplinary action up to and including termination.
6. Employees absent for three (3) days and who have not contacted their supervisor will be assumed to have voluntarily resigned from employment as of the end of their third day missed.

Attendance or tardiness problems, as well as failure to call, may result in disciplinary action, up to and including immediate termination of employment. We realize that on occasion everyone misses work for valid reasons. However, excessive absence or tardiness, even for legitimate reasons, may be terms for discipline or discharge because regular attendance is an essential function to all jobs at Commellini Estate, Inc.

BREAK PERIODS

1. Unpaid break periods must be a minimum of 30 minutes in length (.50 in military time).
2. Managers assign all break periods.
3. Breaks are to be taken in a pre-assigned area away from guests. The assigned area will be based seasonally. In summer month it will be below the stairs out the scullery. Cooler months the break area is to be determined.
4. Employees are only permitted to leave the Commellini Estate during their break if they are off the clock on an unpaid break and inform the shift manager when they are leaving and when they will return.
5. Special rules regarding break periods apply to minor employees.

TIP REPORTING (Servers, Bussers, & Bartender)

1. All servers, bussers, and bartenders are required to enter accurate daily tips when clocking out. This will act as their tip report for the IRS. They are to keep this slip for their daily records.
2. Failure to report tips will result in disciplinary action. This information is necessary to compute paychecks correctly.
3. Servers, bartenders, and bussers, are responsible for maintaining personal records of tips for IRS tax purposes.
4. The law requires you to report 100 percent of the tips you receive. Failure to report all tips may result in a tip allocation on your W-2.

OVERTIME

Overtime is paid to hourly employees for any hours worked in excess of 40 in one pay week at 1 ½ times the regular rate. Holiday hours or vacation hours are not included in the overtime calculation.

Accurate records of the hours worked ensure that employees will be paid correctly and receive full credit for the work performed. Corrections or changes to time cards must include Managers approval code on time adjustment.

EMPLOYMENT AT-WILL

Employees are employed “at-will”, meaning Commellini Estate, Inc. reserves the Company’s right and the employee reserves his or her right to end the employment relationship at any time for any reason, or for no reason, with or without cause. Employment with Commellini Estate’s is voluntarily entered into by both the employee and Commellini Estate, and we hope that our relationship with our employees will be mutually satisfying and beneficial

While it is certainly not our intent or our practice to terminate employees arbitrarily, it is important that you understand that employees have no guarantee regarding the duration of their employment. Likewise, there is no limitation on the grounds for which employees can be terminated, except as prohibited by law.

TERMINATION

Employees who have resigned their employment with proper notice or were laid off are eligible for rehire based on the same terms and conditions as other applicants, unless otherwise notified.

- **Voluntary Resignation:** If an employee voluntarily resigns from employment, he or she should give at least two (2) weeks' notice to his or her supervisor. Management and supervisory employees are expected to provide at least four (4) weeks' written notice, stating the reason for the resignation. Employees not giving requested notice are considered ineligible for rehire. Your management team reserves the right to waive the two-week notice, grant immediate resignation and acknowledge that adequate notice was given.

If you resign under favorable terms, you are eligible for rehire should you wish to rejoin the Company. Following your separation, you will receive any earned and/or vested, but unused, vacation pay in accordance with the applicable vacation plan. Commellini Estate does not pay out unaccrued/unvested vacation leave, unused sick leave, or unused personal days, unless required to do so by state law.

- **Layoffs:** There are certain times when it may become necessary to layoff employees as a result of changing business conditions (including, among other things, reorganization resulting in the elimination or modification of a job or changes in job functions or technology). If Commellini Estate Inc. determines that a reduction in force becomes necessary or appropriate, we will make every reasonable effort to give employees timely notice. Layoffs will normally occur in the following order:
 - a. Seasonal or part-time employees
 - b. Employees in their initial evaluation period
 - c. Regular full-time employees

We reserve the right to deviate from the order designated above when we determine that circumstances warrant such a variation. Layoffs within each classification may be based on length of service with Commellini Estate Inc., provided, however, that an employee will not be retained unless they are capable of performing the job in question at a satisfactory level. For the purposes of this policy, length of service will be measured from an employee's last date of hire; however, any periods of absence due to a leave of absence or break in service shall be taken into consideration on a case-by-case basis.

Employees informed that they are to be laid off may seek transfers or promotions. Laid-off employees are entitled to reemployment according to the provisions on rehiring former employees. Any employee recalled from layoff must return to work within five (5) working days when offered reemployment.

- **Involuntary Termination:** If employment is terminated for any reason, an employee may file a complaint under the Complaint Procedure if he or she believes it is warranted. The employee must file the complaint within three (3) working days of receiving notice of the termination.

Resources

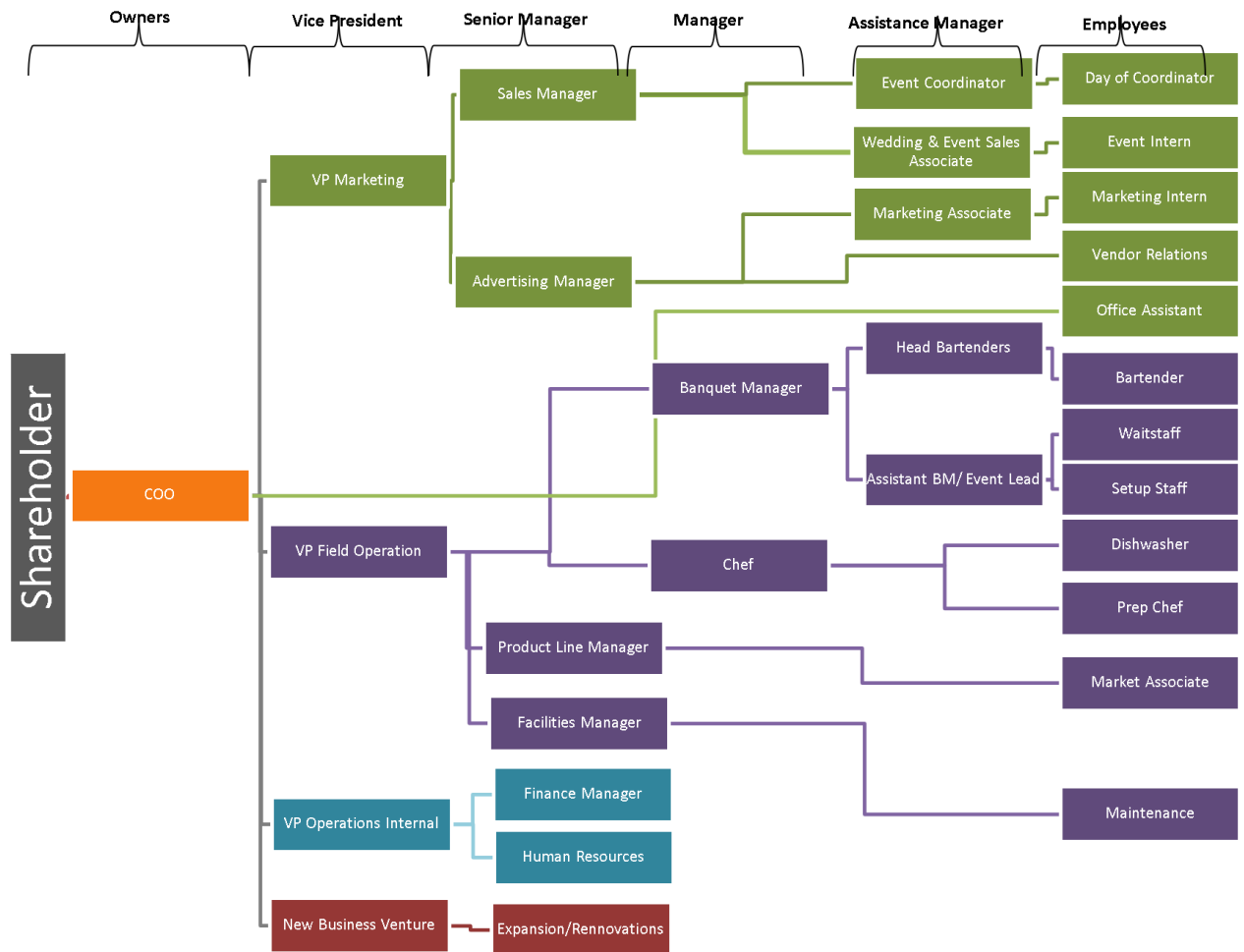
EMPLOYEE INFORMATION CENTER

All required employment documents are posted in the scullery near the dishwasher. These documents are clearly visible for all employees to read. If you need clarification concerning any of these matters, contact Lauri Seghetti.

Employee Website

Most if not all employee documents and forms can be located on our employee website at Commellini.com/employee

Organizational Chart



Version: 5/3/18

Orientation Checklist

As a new employee you should meet with your manager to complete the following checklist.

General

- ☐ History:
 - Watch the video: [Albert Commellini, Bootleg King](#)
 - Read [History Outline](#)
 - Take History Test
- ☐ Review services provided by Commellini Estate and clients in your unit
- ☐ [Complete Hospitality Workplace Safety Training](#)-Online
 - Watch all 11 Video Lessons, Review Training Objective, Complete each Lesson Quiz (available after watching each lesson). To demonstrate training completion, print lesson sheet showing all lessons completed and 100% on each quiz and submit to your Manager.
- ☐ Complete and sign off on the following forms and documents:
 - [I-9 form \(Employment Eligibility Verification\)](#)
 - [W4-Employee Tax Withholding Certificate](#)
 - [Authorization for Direct Deposit Form](#)
 - [Personal Information Data & Emergency Contact Info Form](#)
 - Acknowledgement & Disclaimer for Employee Handbook
 - Meal Break Waiver Request
 - Substance Abuse Testing Policy Consent
 - Non- Disclosure Agreement
 - Position Specific Agreement Worksheet
 - Employee Paid Sick Leave Notification
 - [16 Personality Test](#)- email results to Desiree@commelliniestate.com
 - Other required paperwork for your business segment or unit
- ☐ Review and understand the following items/documents/processes:
 - Employee Rights and Responsibilities
 - Promise of Respect and Fair Treatment Policy
 - Contacts for your unit and the Promise of Respect and Fair Treatment under Resources
 - Frontline Performance Evaluation
 - Organizational chart for your unit

Tour of Workplace

- ☐ Review the function of each department and job, making introductions whenever possible
- ☐ Review client security, safety, lockdown, and emergency procedures
- ☐ Identify locations of:

- Restrooms
- Bulletin boards (company use ONLY)
- Timekeeping system and how to use
- Work, meal period and rest break schedules
- Parking area
- Designated employee entrances
- Emergency exits
- Lost and found area
- Hand sinks
- Safety Data Sheets (SDS) storage
- Smoking and tobacco use areas
- Meal period and rest break areas
- Fire Extinguishers- demonstrate how to use

Pay Practices and Benefits

- ☐ [Review the Employee View My Paycheck Portal](#)
- ☐ Review the How to Read Your Pay Statement
- ☐ Review how and where pay is distributed
- ☐ Review direct deposit requirements
- ☐ If applicable, review tip reporting procedures and how hourly rate is calculated

Policies and Procedures

- ☐ Review Commellini Estate EEO and Harassment policies
- ☐ Review rules for smoking and tobacco use
- ☐ Review telephone use (calls/messages/cell phones/pagers)
- ☐ Review visitors policy
- ☐ Review unit's meal period and rest break policy, including state specific requirements
- ☐ Discuss overtime policy and no "off-the-clock work"
- ☐ Review Attendance Policy, including:
 - Schedule change procedures
 - Requests for time off
 - Procedure for calling in late or absent
- ☐ Discuss release from work or return to work procedures, including medical documentation requirements
- ☐ Review timekeeping for employees

Uniforms and Appearance

- ☐ Obtain apron (if applicable) and review uniform policy
- ☐ Discuss uniform, safety shoes, and appearance standards including personal hygiene and laundering work clothes

- ☐ Discuss returning aprons when leaving the Company

Safety

- ☐ Review PPE (Personal Protective Equipment; goggles, gloves, etc.)
- ☐ ☐ Review, sign off on the Accident Prevention Form
- ☐ Sign off on Employee Health Reporting Requirement for Food Service Employees form (as applicable)
- ☐ Discuss in-service training
- ☐ Review accident/injury reporting procedure

As Applicable to Employee's Position or Unit

- ☐ Inclement weather practices
- ☐ Complete employee drug-testing and physical examinations
- ☐ Complete TB (tuberculosis) testing
- ☐ Complete blood-borne pathogen testing
- ☐ Discuss isolation procedures
- ☐ Individual Photo/Name/Voice Release form
- ☐ Cashier Guidelines form
- ☐ Driver/Cart Drivers Responsibility form

Certifications

- ☐ Certifications Required By All Employees:
 - Health Card/Food Workers Card
 - History Certification:
 - Dishwashing Certification:
 - Hospitality Workplace Safety Training
- ☐ Position Specific Certifications: See Company Organization Chart

○

Wrap Up

- ☐ Ask any remaining questions
- ☐ Review any due dates or appointments needed

Acknowledgement and Disclaimer for Employee Handbook

This is to acknowledge that I understand that I may access Commellini Estate's Employee Handbook in the kitchen or online. The kitchen Handbook is always the most current version and supersedes any other Handbooks (or policies) I may have received during my employment. I understand that this Handbook is intended to serve as a guide to Commellini Estate's policies, procedures, and benefits, and that all policies, procedures, and benefits described in the Handbook are at all times subject to modification by the Company.

I acknowledge that nothing contained in the Handbook creates a binding contract and that my employment is at-will, which means that it is for no set period of time and may be terminated by me or the Company at any time with or without cause. Nothing shall have the effect of changing the at-will status of my employment other than a written agreement signed by me and a representative of the Company specifically changing that status.

I acknowledge that I may receive a hard copy of the Employee Handbook any time from Commellini Estate management if I have lost my copy.

If I have questions, I may contact my management team or send an email to desiree@commelliniestate.com.

Included in the on-line Handbook are:

Working Guidelines
Workplace Violence Policy
Unlawful Harassment Policy
Ethics and Integrity Policy
Electronics Policy
Drug and Alcohol Testing Policy

Employee Name _____

Employee Signature _____ Date _____

Witness Name _____

Witness Signature _____ Date _____

MEAL BREAK WAIVER REQUEST

In accordance with the Washington State Department of Labor and Industries policy detailed below, I, _____, request to waive my meal period beginning _____(date). I understand that if, at some later date, I wish to receive the meal period, I may notify the HR Department and this agreement will no longer be in effect.

Excerpt from Washington State Department of Labor and Industries Administrative Policy “Meal and Rest Periods” (ES.C.6) Can an employee waive the meal period? Employees may choose to waive the meal period requirements. The regulation states that employees “shall be allowed,” and “no employee shall be required to work more than five hours without a meal period.” The department interprets this to mean that an employer may not required more than five consecutive hours of work and must allow a 30-minute meal period when employees work five hours or longer. If an employee wishes to waive that meal period, the employer may agree to it. The employee may at any time request the meal period. While it is not required, the department recommends obtaining a written request from the employee(s) who choose to waive the meal period. If, at some later date, the employee(s) wishes to receive a meal period, any agreement would no longer be in effect. Employees must still receive a rest period at least ten minutes for each four hours of work. An employer can refuse to allow the employee to waive the meal period and require that an employee take a meal period.

SUBSTANCE ABUSE TESTING POLICY CONSENT

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF SUBSTANCE ABUSE TESTING POLICY AND CONSENT TO TESTING.

The undersigned acknowledges that he or she has received a copy of and has reviewed and understands this organization's Substance Abuse Testing Policy. Further, the individual agrees to comply in all respects with such policy. Without limiting the foregoing, employee agrees and consents to the substance testing, substance testing procedures, and provision of positive or negative results to the employer as described in this policy, and releases the company and its agents, contractors, directors, officers, and employees from any claim arising from or incident to substance testing in accordance with this policy.

DATED this _____ day of _____, 20____.

Employee Signature

Printed Name

Nondisclosure Agreement

This Nondisclosure Agreement (the "Agreement") is entered into by and between Commellini Estate Inc. with its principal offices at 14715 N. Dartford Dr. Spokane, WA 99208 ("Disclosing Party") and _____, located at _____ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word "Confidential" or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall promptly provide a writing indicating that such oral communication constituted Confidential Information.

This list of items to be considered confidential is a partial list other items between the parties will be considered confidential when labeled as such. Following items will be considered confidential whether labeled or not.

1. Recipes that are shared between the parties.
2. Financials agreements between the parties.
3. Inventory Program
4. Banquet Event Orders and BEO Program
5. All Sales documents shared between parties.

Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.

Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of the parties.

Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.

Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

Non-solicitation. During the term of your employment, and for a period of one (1) year immediately thereafter, You agree not to solicit any employee or independent contractor of the Company on behalf of any other business

Soliciting Customers After Termination of Agreement. For a period of one (1) year following the termination of your employment and your relationship with Commellini Estate, You shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the customers or clients of Commellini Estate or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of Commellini Estate on whom You have called or with whom You became acquainted during the term of your employment, as the direct or indirect result of your employment with the Commellini Estate.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative. **My signature indicates my acceptance of this position and my acknowledgement of the terms and conditions above and attached.**

Receiving Party Signature

Date

Receiving Party Printed Name

Completing the Confidentiality Agreement

In the agreement, the "Disclosing Party" is the person disclosing secrets, and the "Receiving Party" is the person who receives the confidential information and is obligated to keep it secret.

Publicity and Photo Release Form

I hereby grant to Commellini Estate Incorporated the absolute and irrevocable right and unrestricted permission to use my name, likeness, image, voice, and/or appearance as such may be embodied in any photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the Company or its partners. I agree that the Company has complete ownership of such material and can use said material for any purpose consistent with the Company's mission. These uses include, but are not limited to, videos, publications, advertisements, news releases, Web sites, and any promotional or educational materials in any medium. I acknowledge that I will not receive any compensation for the use of such images, video, likeness, etc.

I hereby release and discharge the Company, and its agents, representatives and assignees from any and all claims and demands arising out of or in connection with the use of my name, likeness, image, voice and/or appearance, including any and all claims for invasion of privacy, right of publicity, misappropriation or misuse of image, and/or defamation.

I represent that I am over the age of eighteen (18) years and that I have read the foregoing and fully understand its contents.* This release shall be binding upon me, my heirs, legal representatives, and assigns.

This agreement is being made and entered into under the laws of the State of Washington and shall be governed and interpreted in accordance with the laws of said state. This agreement embodies the entire agreement of the parties (subject and photographer). No modification of this agreement shall be of any effect unless it is made in writing and signed by all of the parties to the agreement.

Name (Printed): _____

Signature: _____ Date: _____

* If the person signing is under the age of 18, consent from a parent or guardian is needed.

I hereby certify that I am the parent or legal guardian of _____, named above, and do hereby give my consent without reservation to the foregoing on behalf of this individual.

Parent/Guardian's Name (Printed): _____

Parent/Guardian's Signature: _____ Date: _____

Employee Paid Sick Leave Notification

You are entitled to accrue paid sick leave beginning January 1, 2018, or for employees hired after January 1, 2018, insert date of start of employment _____. This leave will accrue at one (1) hour of paid sick leave for every 40 hours you work.

You may use this accrued paid sick leave for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health related reason.

Commellini Estate's accrual year is January 1 to December 31

Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year.

Accrued, unused paid sick leave over 40 hours will be forfeit.

You are entitled to use accrued paid sick leave beginning 90 calendar days after the start of your employment.

Retaliation against you by Commellini Estate for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

Print Employee's Name

Employee's Signature

Date

Employee Health Policy Agreement

Employee Health Policy Agreement

Reporting: Symptoms of Illness

I agree to report to the manager when I have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part (such as boils and infected wounds, however small).

Reporting: Diagnosed Illnesses

I agree to report to the manager when I have:

1. Norovirus
2. Salmonella Typhi (typhoid fever)
3. Shigella spp. infection
4. E. coli infection (Escherichia coli O157:H7 or other EHEC/STEC infection)
5. Hepatitis A

Note: The manager must report to the Health Department when an employee has one of these illnesses.

Reporting: Exposure of Illness

I agree to report to the manager when I have been exposed to any of the illnesses listed above through:

1. An outbreak of Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or Hepatitis A.
2. A household member with Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or hepatitis A.
3. A household member attending or working in a setting with an outbreak of Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or Hepatitis A.

Exclusion and Restriction from Work

If you have any of the symptoms or illnesses listed above, you may be excluded* or restricted** from work.

*If you are excluded from work you are not allowed to come to work.

**If you are restricted from work you are allowed to come to work, but your duties may be limited.

Returning to Work

If you are excluded from work for having diarrhea and/or vomiting, you will not be able to return to work until more than 24 hours have passed since your last symptoms of diarrhea and/or vomiting.

If you are excluded from work for exhibiting symptoms of a sore throat with fever or for having jaundice (yellowing of the skin and/or eyes), Norovirus, Salmonella Typhii (typhoid fever), Shigella spp. infection, E. coli infection, and/or Hepatitis A, you will not be able to return to work until Health Department approval is granted.

Agreement

I understand that I must:

1. Report when I have or have been exposed to any of the symptoms or illnesses listed above; and
2. Comply with work restrictions and/or exclusions that are given to me.

I understand that if I do not comply with this agreement, it may put my job at risk.

Food Employee Name (please print) _____

Signature of Employee _____ Date _____

Manager (Person-in-Charge) Name (please print) _____

Signature of Manager (Person-in-Charge) _____ Date _____

