



CHICAGOLAND COMMISSARY, LLC

EMPLOYEE HANDBOOK

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The Dunkin' Donuts Story

The history of Dunkin' Donuts circles back more than 60 years when Bill Rosenberg founded the company in 1950 and opened the first store in Quincy, Massachusetts. Back then, Bill had a simple philosophy: "Make and serve the freshest, most delicious coffee and donuts quickly and courteously in modern, well-merchandised stores." That philosophy still holds true today and is the foundation that has enabled Dunkin' Donuts to grow to be the largest coffee and baked goods chain in the world. Dunkin' Donuts offers more than a dozen coffee beverages, donuts, bagels, muffins, breakfast sandwiches, and other baked goods. Currently, Dunkin' Donuts has more than 7,200 shops in 34 countries worldwide.

You can tell a lot about a company by being a customer in our stores. The same belief Bill Rosenberg had 60 years ago is extremely important to us. You can see it in the faces of our people, taste it in our products and feel it in the special places we create. Our culture is the essence of who we are. We rely on the dedication of each and every person who works here. You are important because you are going to bring our culture to life.

Overview

No single document can give employees an answer for every situation or dilemma that may arise. If your judgement and this document do not provide the answer, use other resources that are available, such as your supervisor, Chicagoland Commissary materials provided upon hire, or the appropriate department such as Human Resources.

Chicagoland Commissary requires all employees to follow the law and to act honestly and ethically in conducting our business. We are each responsible for our own conduct. No one has the authority to approve illegal acts, and an illegal act cannot be justified because a superior "ordered it". Chicagoland Commissary does not permit an employee to direct or encourage another employee to violate the law or to otherwise act improperly.

Failure to comply with the law or any of Chicagoland Commissary's policies can have severe consequences for Chicagoland Commissary and the employees involved. Any employee who fails to meet the obligations set forth in this Handbook or the law will be subject to discipline, up to and including dismissal. Discipline also may be imposed if an employee fails to report violations of policies, or the law; if an employee retaliates against another employee for reporting a violation or cooperating in an investigation; if an employee lies or deliberately withholds relevant information in making a report or in an investigation; if an employee directs others to violate any policies, or the law; or if the circumstances indicate a supervisor has failed to adequately or properly perform their supervisory duty.

A full copy of this handbook is available for all Chicagoland Commissary employees on our website at CLCDD.com, under the "Team Member Access" tab; password: [lovedunkin](http://lovedunkin.com).

Compliance with Laws and Regulations

Chicagoland Commissary is committed to full compliance with the laws, rules and regulations of the cities and states in which we operate. You must comply with all applicable laws, rules and regulations in performing your duties. If you have a question concerning the legality of your or other employee's conduct, you should consult with your supervisor or someone from Human Resources.

Open Door Policy

Chicagoland Commissary has an obligation to ensure that you are treated fairly. Everyone, from time to time, has an idea, question or occasional problem relating to his/her job or to the company in general. We encourage you to communicate these thoughts.

When you have an idea, problem or concern, please follow these steps immediately:

- Talk with your immediate supervisor.
- If you are not satisfied after meeting with your immediate supervisor, schedule an appointment with your Area Manager, the Chief Operations Officer or Human Resources. We encourage you to present your ideas and solve your problems with your supervisor.

Equal Opportunity Policy

Chicagoland Commissary' policy of equal opportunity includes the following:

We recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, national origin, sex, age, disability or any other protected status.

We ensure that decisions regarding compensation, promotions, benefits, transfers and any social or recreational programs will be administered in accordance with the principals of equal opportunity.

Chicagoland Commissary will not tolerate any form of harassment on the basis of race, color, religion, national origin, sex, age, disability or any other protected status.

Diversity

Chicagoland Commissary actively creates and promotes an environment that is inclusive of all people and their unique abilities, strengths and differences. We respect and embrace diversity in each other, our customers, suppliers and all others with whom we interact as an essential component of the way we do business.

Commitment to Training Philosophy

The goal of Chicagoland Commissary is to provide support to individuals and the entire organization challenged with working in a changing environment. At Chicagoland Commissary we sponsor a variety of training programs that cultivate individual and organizational learning, knowledge and wisdom. You will have many opportunities to participate in company sponsored training. Some of the training will be mandatory and a job requirement. Some of the training will be optional. While the company will offer a variety of programs, it is your responsibility to seek out the learning opportunities to succeed in your position.

Online University

All crew members are required to complete to a series of assigned e-learning courses, one at a time, via the Online University. A computer with access to the internet via a high speed connection is required to complete this training. Crew Members may use the Training Room at the Chicagoland Commissary office, the store computer (if applicable), a home or a public computer to complete these courses. Each team member will complete the required courses throughout their training in the store. **FAILURE TO COMPLETE THE ONLINE UNIVERSTIY E-LEARNING TRAINING COMPONENT WITHIN THIS TIME FRAME MAY LEAD TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.**

Training Records & Documentation

Training records shall be maintained by the Training Department of Chicagoland Commissary and will be updated on a regular basis. These records will be used to ensure that all Crew Members are fulfilling their training requirements. Progress charts will be sent to the stores and posted for Crew Members to see their status. Any Crew Member not meeting the training requirement at the time of an update shall receive written documentation from the Training Department. These written documentations will escalate with time and may impose disciplinary actions up to and including termination.

Training Recognition

Crew Members who complete designated courses and/or classes shall be recognized by an award deemed appropriate by the Training Department of Chicagoland Commissary, LLC. Certificates awarded for attending classes or completing courses may be displayed in the store as allowed by the Area Manager or kept for the Crew Member's personal records. Lapel pins awarded for attending classes or completing courses may be worn in accordance with the company standards kept for the Crew Member's personal records.

Training Certifications

Crew Members who are required to be certified in specified courses to meet Dunkin', State, Local, Federal or Company requirements will be expected to do so as a term of employment. All licensing fees and class fees will be paid for or reimbursed to the Crew Member relating to the required certification. Any Crew Member not achieving a required certification may be terminated for failure to meet this term of their employment.

How we Treat One Another

At Chicagoland Commissary, our people define our Company and our culture. We treat each other with respect and dignity. This means, for example, that employment decisions are made without regard to race, religion, national origin, citizenship, age, gender, sexual orientation, veteran status, disability status or any other prohibited criteria.

Treating each other with respect and dignity also means that all employees are entitled to work in an environment that is free of harassment. Sexual harassment, or any other type of harassment, will not be tolerated at Chicagoland Commissary. Harassment can take many forms. Some examples include:

- Unwelcome remarks, gestures or physical contact
- The display or circulation of sexually explicit or derogatory pictures or other materials
- Sexual or derogatory jokes or comments (explicit or by innuendo)
- Verbal abuse, threats, taunting or leering

Anti-Harassment and Non-Discrimination Policy

Statement of Policy

It is the policy and practice of Chicagoland Commissary to provide and promote equal employment opportunities for all applicants and employees. Chicagoland Commissary is firmly committed to maintaining a workplace based on our collective values, which stresses the quality of our products and services, the importance of teamwork, and the need for all employees to treat each other professionally, with dignity, fairness, and respect. Therefore, it is the responsibility of all employees to ensure that the concepts of equal employment opportunity, non-harassment, and non-discrimination are understood, abided by, and carried out by everyone.

Prohibition on Discrimination and Harassment

It is the policy of Chicagoland Commissary to hire, train, promote, compensate, and administer all employment practices without regard to race, color, sexual orientation, age, veteran status, marital status, religion, medical condition, national origin, disability unrelated to the ability to perform essential job functions, or on account of membership in any protected category under federal, state, or local laws. Harassment of employees or applicants because they are members or are affiliated with members of any of the foregoing protected groups is also prohibited and will not be tolerated. Chicagoland Commissary will take appropriate measures in response to any such incidents which are reported. Every good faith effort will be taken by Chicagoland Commissary to fulfill the objectives of this policy.

Chicagoland Commissary believes that every employee has the right to work in an environment totally free of harassment and discriminatory conduct, joking, or epithets. Such behavior does not advance the purposes of Chicagoland Commissary; it is also morally wrong, and may subject Chicagoland Commissary to legal exposure in certain circumstances. Chicagoland Commissary's policy sets a standard of conduct that is higher than what federal, state, and local laws may require, as it forbids discriminatory or harassing conduct of the kind described in this policy even if the conduct does not rise to the level of a violation of applicable law. Consequently, any employee who engages in these types of prohibited conduct will be subject to disciplinary action, up to and including termination.

Conduct Constituting Prohibited Sexual or Discriminatory Harassment

Sexual harassment (due to one's gender) is one of the forms of harassment forbidden by this policy. Chicagoland Commissary also prohibits inappropriate and unprofessional as well as sex-related conduct regardless of whether it amounts to unlawful sexual harassment, as such conduct is deemed to be inconsistent with Chicagoland Commissary's policy of promoting tolerance, respect, and dignity in the workplace.

For example, and without compiling an exhaustive list, the following are illustrative of conduct that Chicagoland Commissary condemns and prohibits under this policy regardless of whether the conduct is based on gender or results in an adverse employment action and regardless of whether the conduct is severe or pervasive enough to create an unlawful hostile environment:

- a) It is prohibited for any person to condition a benefit such as a certain salary, job, shift, schedule, or promotion on the granting of sexual favors or the establishment or continuance of a personal relationship, or to imply to an employee that an award of such a benefit is conditioned upon the granting of sexual favors or the establishment or continuance of a personal relationship;
- b) It is also prohibited for any employee to state or imply that another employee's performance is attributable in whole or in part to the employee's sex or membership in any protected-group categories under federal, state, or local laws;
- c) It is also prohibited for any employee to state or imply that a fellow employee's promotion in the corporate hierarchy has resulted from the granting of a sexual favor or relationship; and,
- d) It is also prohibited for any person to engage in any type of conduct which has the effect of unreasonably interfering with another employee's work or creates an intimidating, hostile, or offensive work environment.

As an employee of Chicagoland Commissary, you should be aware that the issue of whether behavior constitutes inappropriate, unprofessional harassment or discriminatory conduct might depend on how that behavior is viewed by the employee who is subjected to the behavior. Any employee who initiates or persists in such prohibited behavior assumes the risk of violating this policy in the event that the person who is the object of the behavior views it as offensive;

accordingly, such an employee may be subject to discipline even if his or her conduct might not have been intended as offensive.

Conduct Constituting Sexual or Discriminatory Conduct, Joking, or Epithets

For example, and without compiling an exhaustive list, the following are illustrative of conduct that Chicagoland Commissary condemns and prohibits under this policy:

- a) It is prohibited for any employee to bring any item to the work premises that is sexually offensive or discriminatory even if it is intended as a joke;
- b) It is also prohibited for any employee to post any material that is discriminatory, offensive or sexual, even as a joke, on Company property, bulletin boards, documents, or e-mail or voicemail systems;
- c) It is also prohibited for any employee to deface Company property or the personal property of anyone else, especially if sexually offensive or discriminatory even if intended as a joke;
- d) It is also prohibited for any employee to utter or utilize any offensive sexual or discriminatory jokes or epithets at work, or when referring to or about any other person, be they an employee or a non-employee;
- e) It is also prohibited for any employee to harass anyone else due to their sex, sexual orientation, race, color, ethnic background, age, national origin, religion, marital status, disability, or other protected-group status; and,
- f) It is also prohibited for any employee to bring to or display in the workplace any materials having an offensive content (such as pornography or due to a demeaning reference to another's protected-group status), or to circulate or disseminate any such materials through Chicagoland Commissary's internal mail, voice mail, or e-mail systems.

Application of the Policy to Non-Company Employees

The Company's policy also applies to the dealings of any employee with non-employees such as customers, vendors and members of the public. Furthermore, the policy also applies to individuals who do business with Chicagoland Commissary, who are present on Chicagoland Commissary's premises, or who interact with any employee of Chicagoland Commissary while the employee is on duty.

Procedure upon Occurrence of Prohibited Contact

Employees, who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy, have the right to have any such activity terminated immediately. Every employee has a role in preventing discrimination and harassment. Every employee must avoid any conduct that could reasonably be interpreted as discrimination or harassment under this policy, and every employee should indicate when another person's conduct in the workplace is unwelcome. In addition, every employee should endeavor to protect other employees from discrimination and harassment. Employees are expected and encouraged to inform others in the workplace whenever their conduct is unwelcome, offensive, inappropriate, or in poor taste. Therefore, employees are required to come forward promptly and report any problems pursuant to this policy before the alleged behavior becomes severe or pervasive. In addition, employees should come forward with complaints about alleged problems or violations of the Company's policy at any time. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report it to the company.

Reporting Procedures

If any employee witnesses any conduct that he or she believes is inconsistent with this policy, Chicagoland Commissary expects the employee to notify immediately one or more of the people designated below. Chicagoland Commissary has convenient and reliable mechanisms in place for reporting alleged violations of the policy. Complaints will be accepted in writing or orally. Complaints can be directed to multiple people within Chicagoland Commissary, including:

- Any Manager or Area Manager
- Any member of the HR staff
- Any senior member of management

All complaints shall be treated with the utmost seriousness and discretion. Upon receipt of the complaint or in circumstances where Chicagoland Commissary becomes aware of alleged offending conduct, a prompt, thorough, and impartial investigation will be made concerning any alleged offending conduct. If the investigation leads to a determination that an individual engaged in conduct in violation of Chicagoland Commissary's policy, appropriate corrective action will be taken promptly, including the possible termination of the offending party. Chicagoland Commissary may impose discipline for inappropriate conduct that comes to the Company's attention, without regard to whether the conduct constitutes a violation of law.

No Retaliation

Chicagoland Commissary will not tolerate adverse treatment of any employee because he or she reports harassment or discrimination, or provides information related to such complaints. As this policy strictly prohibits retaliation of any form against anyone who complains of alleged violations of this policy, the prohibition against retaliation also applies to any employee involved in or cooperating with any investigation of alleged offending conduct under this policy. Thus, a supervisor is prohibited from making any personnel decision or taking any other adverse action against any employee because the employee complained or cooperated in good faith with an investigation of alleged conduct prohibited by this policy. Any acts of retaliation will be considered a violation of this policy, and corrective action will be taken promptly, including the possible termination of any individual who engages in retaliation of any form.

Employee Privacy and Personal Activities

Treating each other with respect and dignity includes respecting one another's privacy. Of course, you may keep your personal activities outside of the workplace confidential. However, you should always keep in mind that you are a representative of Chicagoland Commissary. Further, if you use the equipment or resources of Chicagoland Commissary for any communication from or to anyone, you have consented to the right of Chicagoland Commissary to intercept such communication and to monitor your use of Chicagoland Commissary's equipment and resources. Do not use the equipment or resources of Chicagoland Commissary if you intend a communication to be private. For example, any use of Chicagoland Commissary's equipment or its network to send or receive email communication or for connecting with the Internet is never to be considered a private communication.

Searches and Investigations

Chicagoland Commissary's policies and work rules include prohibitions on various types of misconduct, such as theft, possession of weapons, violation of our drug and alcohol policy, and health and safety violations. These policies and rules exist for the protection of our employees, our customers, the Company, and others with whom we do business and have contact, including members of the public. We are also subject to health and safety requirements imposed by various

laws. In order to make sure that our policies and rules are being followed, it is necessary that we investigate possible violations of our policies, and inspect Chicagoland Commissary premises and items on Chicagoland Commissary premises.

Accordingly, Chicagoland Commissary reserves the right, when it determines it is appropriate, to conduct searches of persons (including employees) and their personal vehicles and belongings on Chicagoland Commissary property, including desks, lockers, cars, packages, toolkits, bags and briefcases, as well as voice mail, computers, and computer software, e-mail, files, storage and other media. Employees are reminded that desks, lockers, telephones, voice mail, tools, personal computers and computer media and other items supplied by Chicagoland Commissary are and remain Chicagoland Commissary property. Failure or refusal to consent to a search when requested by Chicagoland Commissary, or failure to cooperate fully in any investigation, may result in discipline, up to and including immediate discharge.

Pay Day and Paychecks

The official payroll week begins on Sunday morning and ends on Saturday night.

- All employees will be paid bi-weekly, every other Friday.
- If payday falls on a holiday, you will receive your check on the working day before the holiday.
- If you have any questions about your paycheck, contact your supervisor immediately.
- Chicagoland Commissary cannot mail your check or release it to anyone else without written authorization.
- Your wages are private. It is recommended not to discuss them with anyone except your supervisor.

Overtime

Overtime premium pay will be paid for any work performed by an hourly employee in excess of forty hours in a work week. (A work week is considered a seven calendar day period).

Holiday Hours

Hourly employees required to work on the following holidays will receive pay at a rate 1½ times their regular hourly rate for the work on the holiday.

- 4th of July
- Thanksgiving
- Christmas Day
- New Year's Day

Direct Deposit or Live Check

All employees may elect to receive their pay through either Direct Deposit or a pay card.

Direct Deposit

Your pay can be electronically deposited into a checking account, savings account or split between multiple accounts. The accounts may be at a bank, credit union or other financial institution.

You may do business with any financial institution of your choice. Simply complete process on Stratex. Direct deposit begins within two payroll cycles from when our Payroll Department receives the Direct Deposit form.

Lost Check

If you are issued a live check and you lose it, it is very important that you tell your supervisor immediately. He/she will contact Human Resources to put a stop payment on the check and make arrangements for another check to be issued. You will be charged a fee for the replacement check.

Wage and Hour Rules

Chicagoland Commissary has a compensation and benefits package for its employees. As an employee, your job is classified according to the nature of your employment. Chicagoland Commissary is committed to following all applicable minimum wages, overtime wage, child labor and other wage and hour laws and regulations. To assure that all work performed for Chicagoland Commissary is compensated correctly, it is essential that all work time is reported and recorded accurately. Every employee is responsible for this important recordkeeping task, both for you and for any employees whom you supervise. If you have questions about your classification, or any other wage and hour issues, consult with your manager or the information provided to you upon hire. Any problems with recordkeeping or any inaccuracies in compensation should be reported promptly to your manager or Area Manager.

Clocking in and out

All employees including salaried managers are required to clock in/out using the POS system. Failure to clock in/out can result in written documentation. Editing your time or someone else's time is against company standards without written permission from your direct supervisor.

Crew Members:

To ensure you get paid accurately each pay period and do not have to go back and get a check corrected always clock in immediately at the start of your scheduled shift, when you are in dress code and ready to work. Before you clock in and before you leave for the day check in with the Manager in Charge for approval to clock in or out.

Managers & Shift Leaders

You must clock in and out to perform manager functions on the POS machine and to accurately record your location in the payroll system. Managers receiving salary pay must work a minimum of 45 hours/week. Schedules are to be approved weekly by Area Manager and can be changed based on the needs of the business.

In the event you must edit your punch time, you must contact your supervisor for permission. Any edits made with the intention to be dishonest or deceitful may result in disciplinary action, up to an including termination.

Work Week and Schedule for Store Employees

The staffing of our stores is very important. Your schedule will depend on the shift and position to which you are assigned. The following policies will help our operations run efficiently and allow you the time off you require.

- Hours of Operation - Crew Members who are responsible for opening procedures may be scheduled to arrive up to one hour before opening. Those responsible for closing procedures may be scheduled to work one hour or more after closing. The Chicagoland Commissary work week begins on Sunday and ends on Saturday.
- Your Availability - Chicagoland Commissary has certain scheduling requirements during peak business hours. Your permanent availability should be given to your manager at the

time of hire. Any changes to this availability should be given to your manager in writing.

Because of particular situations, you may be called in to work when you are not scheduled. Also, there may be times when you will be asked to work beyond your scheduled hours. Your cooperation at these times is appreciated and you will be released when the need for your services has passed.

- Schedule Requests - Requests for days off must be submitted to the store manager one week prior to the new schedule being posted. All requests will be accommodated whenever possible.

The schedule will be posted no later than Thursday for the following week.

- Tardiness and Absence - Each employee must arrive ready for work as scheduled. When you are absent, other employees must cover the responsibilities. If you cannot report for your scheduled shift, you must give your supervisor at least three hours notice. Consistent tardiness or absences will lead to disciplinary action up to and including termination.

Calling Off Sick

If you are ill or cannot report for your scheduled shift for any reason, you must call your Manager at least 3 hours prior to your start time. If that is not feasible, contact your Manager as soon as possible.

After 3 consecutive call-off days due to medical reason(s), a doctor's note is required upon return.

No call + No show = No job (Job Abandonment)

Please remember the following:

- It is your responsibility to check the posted schedule daily because it may change due to business fluctuations.
- Chicagoland Commissary management reserves the right to determine employees' schedules as business operation necessitates.

Employees are not to be in work areas if they are not on a scheduled shift. Employees are not to remain in the store in non-work areas if they are not performing work or eating in the normal course of being a customer. In addition, non-Chicagoland Commissary employees are not permitted in the back-of-the-house and are never allowed to perform Chicagoland Commissary work.

Crew Member Transfers

Crew Members in good standing have the option to transfer to another Chicagoland Commissary location for legitimate reasons. All transfer requests must be approved by the managers of both stores and the Area Manager. The Crew Members' current schedule cannot be guaranteed immediately after the transfer, but may be accommodated as positions shift in the new store.

Manager Transfers

Managers should understand that they work for Chicagoland Commissary as a whole, not just as a single store. Therefore, Chicagoland Commissary reserves the right to transfer managers to other Chicagoland Commissary locations when necessary. We will do our best to give you as much advanced notice as possible, but please be flexible when the situation arises.

Employee Breaks

Employees will receive a break of at least 20 minutes within 5 hours into a shift if the shift lasts longer than 7.5 hours.

Employees are to clock out and eat or take their break out of the customer visibility. Note our no smoking policy applies during the break period.

Employee Meal Benefit Program

The employee meal benefit program varies depending on your location. Check with your Manager or Area Manager for specific details on the meal benefit program.

Tardiness and Absences

We take tardiness and absence very seriously. You must arrive at your scheduled time ready to work (5 minutes late ready to work, or on time but not in your uniform just doesn't count). If you will be late due to an unexpected circumstance, make sure to call your supervisor and let him/her know immediately. Each time you are late, even with a valid excuse, it will be documented in your file.

If you are ill or cannot report for your scheduled shift for any reason, you must call your supervisor at least 3 hours prior to your start time. If that is not feasible, contact your supervisor as soon as possible. If a situation arises in which you know in advance that you will have to miss your shift, let your supervisor know immediately so that he/she can make the proper accommodations.

When you call to report tardiness or absence, you must speak directly to one of your supervisors. Do not leave a message with any other employee.

It is very important that you contact your supervisor about every instance of tardiness or absence. Failure to report for your scheduled shift without calling your supervisor is considered job abandonment and could lead to immediate termination.

Remember: No Call + No Show = No Job (Job Abandonment)

Cash Handling Policy

To ensure that company procedures and controls are adhered to according to our Cash Handling Policy and to prevent the mishandling of Dunkin' Donuts' funds, the following procedures are in place to clearly define the cash responsibility for all Chicagoland Commissary, LLC employees. This includes activities at all Chicagoland Commissary, LLC locations and at all locations which Dunkin' Donuts business is conducted.

"Cash" is defined as the proper handling of all coin, currency, checks, coupons, discounts, gift cards and credit card transactions.

All Chicagoland Commissary, LLC employees, management, and individuals that are entrusted with the receipt, deposit or reconciliation of cash in any form on behalf of Dunkin' Donuts or Chicagoland Commissary, LLC will be held accountable to the following "cash" controls:

Cash Handling Responsibility Controls:

- Only one (1) employee shall be assigned to work a cash drawer at any one time.

- When another employee is assigned to operate the cash drawer, or at the conclusion of a shift, the cash drawer must be counted down, audited and balanced immediately for accuracy. Employees are responsible for the accuracy of their cash drawer.
- All coin, currency, checks, coupons, discounts, gift cards and credit card transactions must balance within \$3.00 of the expected totals found on the End-of-Shift or End-of-Day report.
- All voids must be brought to a manager's attention immediately. When a manager is not present, the receipt needing voiding must be signed with a full explanation recorded on it as to the reason for void. When balancing the drawer the employee will short the deposit showing the amount of the needed void as a shortage until his/her manager can perform said void.
- All voids must be signed with a full explanation recorded on it as to the reason for the void. A copy of the corrected sale must also be attached to the voided receipt. A void that is not handled in this manner will not be considered as part of the drawer reconciliation resulting in a cash shortage and possible disciplinary may result action for that employee.
- All employees are expected to adhere to and follow all cash handling policies and procedures at all times. Any deviation to the proper cash handling policies may lead to disciplinary action, up to and including termination of employment.
- Any monetary loss or discrepancy in the drawer reconciliation, either accidental or intentional, that has not been approved by a manager in advance will be deemed as negligence and could be cause for disciplinary action, up to and including termination of employment.
- All employees must immediately bring to the attention of management any discrepancies, questions or issues regarding coupons, voids, promotional offers, or credit cards which he or she is not sure of or that may affect their money or drawer reconciliation during his or her shift.
- ALL Store Managers assume full responsibility for cash shortages in the location he or she is managing. Shortages of more than \$5.00 per day will be reported to the Area Manager immediately. Any cash shortage resulting from manager negligence or improper management of company funds will result in disciplinary action, up to and including termination of employment. Chicagoland Commissary, LLC reserves the right to press criminal charges against the Store Manager for said actions.
- ALL theft of company funds or property will be prosecuted to the fullest extent of the law.

Uniform Policy

Upon hire;

- Crew Member will receive the following items of apparel: White Polo Shirts (3), Apron (1), Hat OR Visor (1), and Nametag (1).
- Shift Leader will receive the following items of apparel: Light Blue Polo Shirts (3), Apron (1), Hat OR Visor (1), and Nametag (1).
- Assistant Manager will receive the following items of apparel: Burgundy Polo Shirts (3), Apron (1), Hat OR Visor (1), and Nametag (1).
- General Manager will receive the following items of apparel: Navy Blue Polo Shirts (3), Apron (1) and Hat OR Visor (1).

You must maintain a high standard of personal hygiene and grooming when you are at work.

- Hat/Visor: Hats/visors must be worn straight with bill facing forward.

- Shirts: Only CLC brand approved logo print or embroidery allowed. Must have a collar, turtleneck, or mock neck. Crew Members must wear a solid white, no print or embroidery Brand approved shirt. Must have a collar, turtleneck, or mock neck. All Managers and Crew Member shifts must be the correct size, cannot be skintight and cannot allow for any skin exposure when bending or raising your arms. Must be clean and wrinkle free. Shift Leaders, Assistant Managers and General Managers must be tucked in. Short sleeves must be at least 4 inches long. Your shirt cannot be open more than 3 inches below the base of the neckline. Cannot be see-through, have tears or frays.
- Apron: Assistant Managers and General Managers have the option of wearing an apron. Shift Leaders and Crew Members must wear an apron. The apron must be worn full length, must be clean and wrinkle free.
- Name Tag: Assistant Managers must be worn on the shirt visible to the guest and in good condition. Shift Leaders and Crew Members must wear their name tag on the apron visible to the guest and in good condition.
- Pants: Assistant Managers and General Managers must wear light colored khaki pants or shorts. Shift Leaders & Crew Members must wear blue jean pants or shorts (unless otherwise told different). Jeans must be any solid shade of blue, not black. Khakis must be any solid shade of tan or beige, not green. Pants must be clean and wrinkle free without holes, tears, rips, or frays. Pants must not drag on the floor, worn above the waist, must be the correct size (cannot be skintight or baggy) and no cargo or extreme styles are acceptable. Overalls, rhinestones, patches, or prints are not allowed. If you choose to wear shorts, they must adhere to all pants standards. They cannot be cutoffs and cannot be shorter than knee length.
- Belts: If worn, must be plain and worn at the waist.
- Shoes: Must be closed toe, closed heel, and with a nonslip rubber sole.
- During certain promotions, crew members may be asked to wear promotional tee shirts supplied by Dunkin' Brands. All Crew Members must comply with the terms of the promotional tee shirts as outlined in the POP kits.

Winter Policy

October 1st – March 31st

- You may wear a long sleeve fitted shirt under your polo, this long sleeve shirt must be same size or smaller than polo to prevent baggy arms causing shirt to rub against food. Crew Members long sleeve shirt must match polo and if longer than polo be tucked in.
- Drive-Thru locations may wear Dunkin' approved jackets ONLY. Jackets are only allowed to be worn by Cashier in Drive-Thru and Coffee Station employee (if you have a separate drive-thru coffee station) and Order Taker.
- Nametag MUST be on the Drive-Thru jacket and visible to guest at all times.
- Aprons are not required under the Drive-Thru jacket.

- No other sweaters, jackets, hoodies, shirts are allowed behind the counter at any time (on or off the clock), including the brown Dunkin' sweater.
- Hats, scarfs, gloves must be approved by Area Manager PRIOR to use in Drive-Thru.

Chicagoland Commissary Uniform Replacement Policy

Effective January 1, 2014, Replacement shirts, Aprons, or Hats will be given out after 1 year of employment if needed due to normal wear and tear. However, should you need or want additional uniforms; you will be responsible for the cost.

Personal Appearance

- **Personal Hygiene** — Pay special attention to your daily personal hygiene. Bathe, brush your teeth, use deodorant, and wash your hair all before coming to work.
- **Hair Restraint**
 - **Long Hair**—shoulder length or longer, must be tied BACK. Long hair cannot be tied UP on top of the head, or to the SIDE, it must be restrained so it flows down your neck or back.
 - **Long Bangs**—over the eyes or longer, must be restrained back or to the side, so they do not hang in your face.
- **Hair Covering**
 - All hair on the head of any length must be covered at all times while in areas where there is open food.
 - Dunkin' Donuts hats and visors are acceptable to wear.
 - Religion specific hair coverings are acceptable to wear, but must cover hair to the same extent as the Chicagoland Commissary hat or visor.
- **Facial Hair (beards, moustahces, goatees, etc.)** — must be trimmed to 1/4 inch maximum length or shorter. No “scruffiness!” Grow facial hair during days off.
- **Makeup** — Makeup is allowed but must be tasteful and not excessive or extreme.
- **Jewelry** — only wedding bands are allowed. If rings tear food-handling gloves, then the rings must be removed while working. Only one stud earring is allowed in each ear. Bracelets and watches are not allowed.
- **Facial/tongue piercing** — are NOT allowed, remove them before clocking in.
- **Fingernails** — must be kept trimmed.
- **Nail Polish** — of any kind is not allowed.
- **Acrylic Fingernails** — of any length are not allowed.
- **Perfume/Cologne** — is allowed, but be considerate of others — use moderation.

General Policies

Hand Washing

Every Chicagoland Commissary employee must wash and sanitize their hands while at work during these times:

- Before starting a shift
- After changing job assignments
- After eating
- After using the restroom

Gum Chewing

Absolutely no gum chewing is allowed.

Smoking

- Chicagoland Commissary is a “Smoke Free” environment
- Smoking is not allowed in any area of the store or on the grounds
- If a customer enters the store with a lit cigarette, cigar or pipe, politely request for them to put it out or finish it outside before coming in to eat.
- If asked “Why” explain that we are a smoke free environment.

Parking

Park in the designated area determined by your manager/supervisor

Phone calls, Cell Phones & Pagers

- Personal telephone calls are not allowed while at work.
- An outgoing call may be made if arranging a ride home from work. The call must be arranged with your supervisor and must be made in the back room out of the customer’s sight.
- To use the phone, you must ask for a manager's permission beforehand.
- Incoming calls may only be taken in a legitimate emergency.
- Instruct your friends and family members accordingly.
- Cell phones and pagers may not be worn or used during work hours.
- Cell phone must either be stored in a safe location while at work away from the front line or left in vehicle.
- General Managers are allowed to use their cell phones in the backroom or in an area away from guests only.

Personal Belongings

Chicagoland Commissary, LLC is not responsible for any loss or damage that occurs to employees’ personal property which is brought onto the company’s premises. Employees should take necessary precautions to protect their personal effects from theft, loss, or damage while at work.

Chicagoland Commissary recommends that all valuable or irreplaceable items be left at home. Chicagoland Commissary, LLC provides all essential items required to perform one’s duties. Any personal property which is brought onto Chicagoland Commissary’s premises, including but not limited to jewelry cell phones, purses, etc. is at the employee’s sole risk. Personal items must not be stored in food areas or on top of cases of food.

Chicagoland Commissary may search any personal belongings brought into the store.

Cashing

- Pay checks or personal checks may not be cashed at work.
- Credit or debit cards may not be used to get cash advances at the store.
- Doing so will lead to disciplinary action, including possible discharge.

Hours of Operation

- Managers may not close a store outside normal operating hours without specific direction from the Area Manager.
- Instructions to close a store due to inclement weather, power outages or other occurrences must come from the Chief Operations Officer. Any violations of this policy

may be subject to disciplinary action leading up to and including termination.

Solicitation

Chicagoland Commissary strictly prohibits employees or others from soliciting customers or other employees for anything except products and services offered by the Company in working areas, on working time. Chicagoland Commissary also prohibits the unauthorized solicitation of employees or customers by outside groups on Company property.

This includes posting flyers or order forms on facility windows, counters or community boards and circulating solicitation via e-mail or in person.

Media Relations

We believe that open and honest communication with customers and communities is critical. If for some reason a member of the media visits or contacts you at the store please forward them to our Support Center. Politely explain to them that our Chief Operations Officer handles all press releases and company operations information.

Personnel Records

We want to ensure your company records are correct and the information in the records affects your pay, deductions, benefits and other matters. For this reason, if you have a change in any of the items below, please notify your manager or Human Resources as soon as possible.

1. Name – (First, Middle, Last)
2. Home Address
3. Home Telephone Number
4. Emergency Contact
5. Number of Dependents
6. Marital Status
7. Exemptions on your Federal or State W-4 Tax Form

You may review your file at the discretion of the company and in accordance with all relevant state and federal laws. The following guidelines apply:

- Requests must be submitted in writing to Human Resources.
- Upon approval, you may view your file in the presence of a designated company representative
- Unless mandated by state law you may not mark or make copies of the documents in the file.

Laws of Competition

We have full confidence in our ability to succeed and prosper in a free marketplace. Our competitive advantage is the superiority of our products, Crew Members, and service. We do not tolerate illegal restraints of trade or unfair competition. Do not enter into any discussions or arrangements with competitors that affect pricing, marketing, or our employment practices.

Marketing Partnerships Policy

It is our policy not to partner with outside services or vendors for an in store event. If we are ever approached to participate in an event with an outside company, where we ask our customers to do something/buy something/listen to something/sign up for something, in order to receive free merchandise from Chicagoland Commissary, we should not be doing any such promotion. Any relationship with outside parties for promotion requires the Chief Operations Officer's approval.

Public Relations and Information Disclosure

All information disclosed outside of the Company (for example, to media, investors or general public) must be accurate, complete and consistent. We all represent Chicagoland Commissary. If someone asks you for information refer them to the Support Center. Inquiries about former or current employees, such as reference requests or employment verification, should be referred to the Human Resources Department. Do not attempt to answer these questions yourself. Be sure to advise your manager of the request. If a member of the media, or someone else, appears unexpectedly at a Chicagoland Commissary store or other facility and asks to shoot video, take photographs or makes other inquiries, immediately notify your manager. Do not discuss Chicagoland Commissary's business with the individual. The supervisor should contact the Support Center to ensure that the correct procedure is followed.

Social Media

The purpose of this policy is to provide our employees with requirements for participation in social media in which Chicagoland Commissary's affiliation is known, identified, or presumed. These restrictions are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality agreements. Social media includes items such as blogs, podcasts, discussion forums, and social networks.

Social Media is becoming a more common way to communicate and tool for self-expression. These best practices will help you when participating in social media.

1. Use a disclaimer: If you publish a blog, post a comment, or share an image and it has something to do with the work you do at Chicagoland Commissary make it clear that what you say is representative of your views and opinions and not necessarily the views and opinions of Chicagoland Commissary. At a minimum in your own social media site, you should include the following standard legal disclaimer language:

The postings on this site are my own and don't represent Chicagoland Commissary's positions, strategies or opinions.

2. Get Approval: Do not announce company news on your social media site. Do not cite or reference clients, partners or suppliers without their approval. When the company wishes to communicate publicly, whether to the marketplace or to the general public, it has well-established processes to do so. Only those officially designated by Chicagoland Commissary have the authorization to speak on behalf of the company.

You must make sure you do not disclose or use Chicagoland Commissary confidential or proprietary information or that of any other person or company on any social media site.

Clients, partners or suppliers should not be cited or obviously referenced without their approval. Never identify a client, partner or supplier by name without permission and never discuss confidential details of any of the above. Furthermore, your social media site is not the place to conduct business with a client.

3. Use your best judgment: Remember that there are always consequences to what you write. If you're about to post something that makes you uncomfortable, think about why that is. If you're still unsure, and the post is about Chicagoland Commissary's business, feel free to discuss your proposed post with your supervisor. Ultimately, however, you have sole responsibility for what you choose to post online. You should make sure that social media does not interfere with your job or commitments to customers.

4. Be professional: Chicagoland Commissary workforce members are directed that, as with all communications, statements made in the confines of private blogs, social media sites or chat rooms must treat the company and its employees, customers and competitors with respect.

5. Be mindful of the world's longer memory: Everything you say is likely to be indexed and stored forever, either via search engines or through bloggers that reference your posts.

If the Company determines that you have violated your obligations under this policy, the Company has the option to take certain steps which may include, among others, warnings, suspension, and/or termination.

Confidentiality

Our customers love our products so much that they are often very curious about the ingredients and how they are made. Our ingredients and procedures are very special and have come about through a lot of time and effort. We have to make sure that we do not give away these secrets. If a customer asks you specifics about our products, please make sure to keep your answers vague. If a customer continues to probe and is not satisfied, please ask for assistance from your manager.

Outside Employment

If you are employed by Chicagoland Commissary in a full-time position, we consider your position here to be your primary employment and priority for your working time. Any outside activity must not interfere with your ability to properly perform your job duties with us. If you work for us part-time, you should inform your manager of your other employment to ensure it does not conflict with your employment with Chicagoland Commissary. Your manager will inform you if, in the opinion of Chicagoland Commissary, your other employment appears to be a conflict. If your other job is determined to be a conflict, you may not be employed with Chicagoland Commissary so long as you are employed in the conflicting job.

You may not take any outside job, either for pay or as a donation of your personal time, with a customer or competitor of Chicagoland Commissary; nor may you do work on your own if it competes with Chicagoland Commissary in any way including sales of products or services we provide our customers.

Gifts/Other Benefits

Conflicts of interest may arise from receipt of improper personal benefits as a result of your position with Chicagoland Commissary. Chicagoland Commissary is committed to always being honest and accountable with respect to how Chicagoland Commissary employees deal with business gifts and favors, both those received by Chicagoland Commissary employees and those that Chicagoland Commissary employees might have reason to give to other individuals.

Employees should always act in ways that are consistent with Chicagoland Commissary policies and applicable laws and that maximize Chicagoland Commissary's best interests rather than the interests of the employee or those of some other party. In addition, employees should neither use their position at Chicagoland Commissary to take unfair advantage of anyone seeking to do business with the Chicagoland Commissary nor let vendors, suppliers or contractors use business gifts or favors to unfairly influence Chicagoland Commissary business decisions.

There are times when it may be respectful or appropriate to offer or receive business gifts or favors, including entertainment. But it is never appropriate to offer gifts or favors to, or receive them from, any governmental official. In addition, because business gifts and favors are intended to influence

relationships, Chicagoland Commissary employees must remember to represent the highest standards of integrity and fairness in every decision affecting Chicagoland Commissary. Giving or receiving bribes or other forms of payment designed to improperly influence decisions is never acceptable.

As gestures of mutual appreciation and gratitude, Chicagoland Commissary permits employees to offer or receive business gifts or other favors, including entertainment, within specific guidelines. Such gifts should never include cash and should never cause an employee representing Chicagoland Commissary to make a decision that the employee would not have made otherwise. Acceptable business gifts, favors or entertainment are those that:

- Are infrequent and not excessive in value, which is defined as no more than U.S. \$100 (or local currency equivalent).
- Comply with applicable U.S. and foreign laws.
- Would not embarrass Chicagoland Commissary, the person receiving the gift or the person giving the gift.
- Are never given to, or received from, any governmental official.

Personal Relationships/Fraternization Policy

Chicagoland Commissary is committed to ensuring all employees are treated fairly and consistently. To avoid the potential for perceived preferential treatment, sexual harassment or a conflict of interest, any intimate relationship where a person is in a position to influence, either directly or indirectly, any decision concerning the terms and conditions of the subordinates' employment is prohibited.

Chicagoland Commissary encourages positive working relationships among its employees, especially between supervisors and their direct and indirect reports. Sometimes these relationships also involve socializing or fraternization inside and outside the workplace. These activities can build better communication and trust between employees and supervisors, but they can also result in actual or perceived favoritism and other problems for the work group. For this reason, Chicagoland Commissary prohibits all supervisors from fraternizing (socializing including dating) or living with employees who report directly or indirectly to them.

All supervisor/subordinate and Support Center staff relationships must be strictly professional. If a personal relationship develops, both individuals are to notify their manager or Human Resources representative immediately. We will attempt to accommodate the placement of one of the individuals in a non-conflicting position. However, if that is not possible, we may have no alternative but to terminate one of the individuals' employment.

To further limit the possibility of a conflict of interest or preferential treatment, it is the Company's practice not to employ members of the same family, including but not limited to spouses, children, siblings and cousins in the same store, location, department or wherever there is or may potentially be a supervisory relationship or a position of influence. This practice applies to personal relationships such as significant others, life partners and other close personal ties.

Intellectual Property and Proprietary Information

Confidential Information

During the course of employment at Chicagoland Commissary, all employees gain some knowledge and information which is nonpublic and proprietary. Employees are trusted with maintaining the confidentiality of this information. If this information were known outside the Company, it could

harm Chicagoland Commissary and its employees. Confidential information includes: supplier information, our technologies, recipes, formulas, business and marketing plans, and existing and future product information. Chicagoland Commissary information should be used only for Company purposes and should not be disclosed to anyone outside of Chicagoland Commissary unless they have signed a non-disclosure agreement in advance. Even within Chicagoland Commissary, only those individuals who truly need to know to conduct their business should have access to confidential information. If you leave Chicagoland Commissary, you must return all Company materials and property.

Some basic rules to follow include:

- DON'T bring any papers or computer records from prior employers to Chicagoland Commissary.
- DON'T accept or use anyone else's confidential information (or agree to maintain anyone's information in confidence) except under an agreement approved by the Chief Operations Officer.
- DON'T solicit confidential information from another Company's present or former employees.
- DON'T engage in "espionage"; be above board in obtaining information about the marketplace.

Other Intellectual Property

As an employee, the things you create for Chicagoland Commissary belong to the Company. This "work product" includes inventions, discoveries, ideas, improvements, software programs, artwork and works of authorship. This work product is Chicagoland Commissary's property (and does not belong to you) if it is created or developed, in whole or in part, on Company time, as part of your duties or through the use of Chicagoland Commissary resources or information. This means you have rights to any invention for which no equipment, supplies, facility, or trade secret or confidential information of Chicagoland Commissary was used and which was developed entirely on your own time, unless the invention relates to the business of Chicagoland Commissary, or to Chicagoland Commissary's actual or demonstrably anticipated research or development, or the invention results from any work that you performed for Chicagoland Commissary during the term of your employment relationship with Chicagoland Commissary. Employees must promptly disclose to Chicagoland Commissary, in writing, any such work product and cooperate with the Company's efforts to obtain protection for Chicagoland Commissary. To ensure that Chicagoland Commissary receives the benefit of work done by outside consultants, it is essential that an appropriate agreement or release be in place before any work begins.

Our brands, including the Chicagoland Commissary name, are extremely valuable to our success. Brands are fragile and must be used carefully and protected from others' misuse. Consult your Area Manager or the Chief Operations Officer if you have questions about guidelines for proper trademark usage.

When Chicagoland Commissary uses the work product of others, including art and music, we must also be sure to follow the rules. For example, you should only use software for which you have a valid license and should only use that software in accordance with the terms of the license for that software. Written materials and music may be subject to copyright protection and should only be copied when permitted. Use caution, as not all copyrighted materials bear a notice.

Company Records

Chicagoland Commissary retains its records only for as long as the records are being actively used, unless the law or business needs require longer retention. This policy applies to records

maintained in all forms at Chicagoland Commissary, including records kept in written and electronic form.

Chicagoland Commissary does not knowingly destroy or discard evidence. If Chicagoland Commissary receives a subpoena, a request for records or other legal papers or if we have reason to believe that such a request or demand is likely, the Company policy is to retain all records which are relevant to the matter. If you receive such a request or other legal papers, notify the Human Resources Department immediately.

Family and Medical Leave of Absence (“FMLA”) Policy

1. If you have been employed by the Company for at least twelve (12) months (with no break in service of seven (7) or more years except if related to USERRA covered military obligations and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more Company employees within a 75-mile radius of that work site, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:

- a. Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);
- b. Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);
- c. In order to care for your spouse, child, or parents if they have a “serious health condition;”
- d. Because of a “serious health condition” that makes you unable to perform the functions of your job; or
- e. Because of any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that your spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces, National Guard or Reserves in support of a contingency operation.

2. Serious Health Condition. For purposes of this policy, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:

- a. **Hospital Care.** Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
- b. **Absence Plus Treatment.** A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two (2) or more times (within that same period of incapacity and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);
- c. **Pregnancy.** Any period of incapacity due to pregnancy, or for prenatal care;

- d. Chronic Conditions Requiring Treatment. A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- e. Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
- f. Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

3. Qualifying Exigency Leave. If you are an eligible employee (as defined above), you are entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status. The leave described in this paragraph is available during a single 12-month rolling period, and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the military member is on active duty or call to active duty status in support of a contingency operation and the dates of the covered military member's active duty service. Eligible employees may take all twelve (12) weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave and leave for a serious health condition (as defined above).

With respect to a Qualifying Exigency Leave:

- a. A "covered military member" means your spouse, son, daughter, son, or parent who is on active duty or called to active duty status.
- b. A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (h) additional categories that are agreed to by the employer and employee within this phrase.
- c. The phrase "son or daughter" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy).
- d. A "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter but it does not include "parents in law".

4. Military Caregiver Leave. If you have been employed by the Company for at least twelve (12)

months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more Company employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Service member, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a rolling 12-month period to care for the Covered Service member. The leave described in this paragraph shall only be available during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Service member (or the same Service member with multiple injuries or illnesses) up to a combined total of twenty six (26) workweeks in a rolling twelve (12) month period. Nothing in this paragraph shall be construed to limit the availability of leave under paragraphs 1a. through 1e. during any other 12-month period and this twenty six (26) week period of Military Caregiver Leave is in addition to other types of approved FMLA leave. However, your total available leave time in any rolling 12-month period may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason). You will be required to timely submit the completed paperwork provided to you and available from our Human Resources Department as a condition of receiving approved Military Caregiver Leave.

With respect to Military Caregiver FMLA Leave:

- a. A “Covered Service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy from an injury or illness occurring in the line of active duty and/or during active duty, who is otherwise in outpatient status, or is otherwise on the *temporary* disability retired list, for a serious injury or illness. A “Covered Service member” also includes veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment.
- b. “Outpatient status” means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- c. “Next of kin” means the nearest blood relative of that individual (regardless of age). You are required to provide confirmation of the relationship upon request. The Service member may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.
- d. “Serious injury or illness” means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces that may render the Service member medically unfit to perform the duties of the member’s office, grade, rank or rating.

5. Spouses Employed by the Company. If your spouse also works for the Company and you both become eligible for a leave under paragraphs 1a. or 1b. above, or for the care of a sick parent under paragraph 1c. above, the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if you and your spouse both become eligible for a leave under the Service member Family Leave provision above or under a combination of the Service member Family Leave provision and paragraphs 1a. through 1e. above,

the two of you together will be limited to a combined total of twenty-six (26) workweeks of leave in any rolling 12-month period, but if the leave taken by you and your spouse includes leave described in paragraphs 1a. through 1e. above, that leave shall be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period.

6. Medical Certification. Any request for a leave under paragraphs 1c., 1d. or under the Service member Family Leave provision above must be supported by certification issued by the applicable health care provider. You are required to submit this information on the forms provided to you and available from the Human Resources Department.

You will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally, you are required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as “lifetime” or “unknown”.

At its discretion, the Company may require a second medical opinion and periodic recertification to support the continuation of a leave. If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both you and the Company (unless you accept the second opinion as determinative).

7. Intermittent Leave. If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (Paragraphs 1c and 1d, above), or to care for a Covered Service member if you are a spouse, child, parent or next of kin to the Covered Service member (Paragraph 3, above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described in Paragraph 1e, above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the Company may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

8. Light Duty Work Assignments. While voluntarily performing in a light duty capacity while on FMLA leave, that time does not count against your 12 week FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a light duty capacity (or until the end of the applicable 12 month FMLA leave year if longer).

9. Notification and Reporting Requirements. All requests for leaves of absence must be submitted to the Human Resources Department at least thirty (30) days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, you must provide notice as soon as “practicable”, which generally means either the same day or the next business day that you learn of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of your leave. Your supervisor will forward the request to the Human Resources Department for approval.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to an FMLA-qualifying reason for which the Company has previously granted you FMLA-protected leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work.* It is not sufficient to simply “call in sick” without providing additional information which would reasonable cause the Company to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice to the Company

consistent with the Company's established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide a fitness-for-duty release or a return to work note from their health care provider before they will be permitted to return to work. Your maximum time on a FMLA leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Service member, in which case your leave can last for up to twenty-six (26) workweeks in a rolling twelve (12) month period.

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

10. Employee Benefits During Family and Medical Leave of Absence. You will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the Company for the costs and expenses Crew Member with insuring you during the leave.

11. Return From a Family and Medical Leave. If you return from your leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks if you took a leave under the Service member Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is "equivalent" we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status. The alternative position should be at the same worksite or a nearby worksite with a similar work schedule.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with our normal policies and practices applicable to other leaves of absence, certifying that you are able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to you for compliance with this requirement. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every 30 days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition. Generally, a returning

employee will be permitted to return to work within two (2) business days of the Company's receipt of a valid fitness for duty release or a return to work note.

If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

12. Key Employees. Certain highly compensated key employees may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the Company's operations. A "key" employee is a salaried Employee who is among the highest paid 10% of Employees at that location, or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

13. Coordination with Other Policies. An employee shall receive no pay while on a family or medical leave of absence. Available time off may be supplemented during the leave of absence. If you otherwise qualify for disability pay, you will collect it at the same time you are on unpaid Family and Medical Leave.

Further, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation, will be counted toward your Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, you are required to meet the Company's conditions for taking the paid leave (although the Company may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

14. Anti-Retaliation Provisions. Be assured that no retaliation will be taken or tolerated against any employee who exercises his/her rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact the Human Resources Department so that the matter can be promptly investigated and remedied as appropriate.

Medical Leave of Absence Policy

If an employee is unable to perform the functions of his or her position because of a serious health condition, a Medical Leave may be granted not to exceed 12 months. To find out if you are eligible for a medical leave, contact Human Resources.

Policy on Life Threatening Illnesses

Chicagoland Commissary recognizes that employees with life-threatening illnesses, including but not limited to cancer, heart disease, tuberculosis, hepatitis, the HIV virus, and AIDS, may wish to continue to engage in as many of their normal pursuits as their conditions allow, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, it is the policy of Chicagoland Commissary to ensure that such employees are afforded equal employment opportunities. At the same time, Chicagoland Commissary has an obligation to provide a safe work environment for all employees and customers. Reasonable precautions will be taken to ensure that an employee's condition does not present a direct threat to the health and/or safety of themselves, or of other employees or customers.

Consistent with this concern for employees with life-threatening illnesses, Chicagoland Commissary

offers the following range of resources:

1. Management and employees education and information on terminal illnesses and specific life-threatening illnesses.
2. Referral to agencies and organizations which offer supportive services for life-threatening illnesses.
3. Benefit consultation to assist employees in effectively managing health, leave, and other benefits.

Guidelines

When dealing with situations involving employees with life-threatening illnesses, Chicagoland Commissary will endeavor to follow these guidelines:

1. That an employee's health condition is personal and confidential, and every precaution will be taken to protect information regarding the employee's health condition.
2. That an employee can contact management or Human Resources if they believe that they or other employees need information about a terminal illness, or a specific life-threatening illness, or if they need further guidance in managing a situation that involves an employee with a life-threatening illness.
3. That an employee can contact management or Human Resources if they have any concern about the possible contagious nature of an employee's illness.
4. That Chicagoland Commissary's Privacy Officer has the discretion, in appropriate circumstances and consistent with any applicable laws and regulations, to determine if a statement should be obtained from a physician concerning an employee's fitness for duty in terms of whether that continued presence at work will pose a threat to the employee, co-workers, or customers. Chicagoland Commissary reserves the right to require an examination by a medical doctor appointed by the Company.
5. If warranted, Chicagoland Commissary will make reasonable accommodations for employees with life-threatening illnesses consistent with the rights of the worker, business needs of the store, and the safety of its employees and customers.
6. Chicagoland Commissary will be sensitive and responsive to co-workers' concerns, and emphasize employee education.
7. No special consideration will be given beyond normal transfer requests for employees who feel threatened by a co-worker's life-threatening illness.
8. Chicagoland Commissary will be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process.

Employees will be encouraged to seek assistance from established community for medical treatment and counseling services. Information on these items can be requested through management or the Human Resources Department.

Employment at Will

All employees of Chicagoland Commissary are employed-at-will. The information contained herein does not imply or guarantee continued employment or any other contractual relationship. These policies and procedures may be changed at Chicagoland Commissary's discretion.

Code of Conduct

To avoid any misunderstanding, listed below are examples of some (not all) violations which can result in immediate disciplinary action and/or dismissal. This does not constitute an employment contract. Employees may terminate employment with Chicagoland Commissary at any time, for any reason or no reason at all. This list is not all-inclusive and is subject to change. Chicagoland Commissary may terminate an employee at any time, for any reason or no reason at all. In other

words, all employees are employed-at-will.

To maintain a professional restaurant with quality food, excellent service and reasonable prices, we have determined a minimum number of policies and procedures that must be followed. We ask, in the interest of achieving these goals, that you familiarize yourself with and conform to these policies and procedures.

Reasons for Reprimand or Termination include but are not limited to:

- Any act that endangers the safety or health of others
- Careless, negligent or improper use of authority
- Conviction of a crime that impairs the desirability of continued employment (theft, fraud, sexual assault, etc.)
- Destruction of property
- Discourtesy to a customer
- Disloyalty to Chicagoland Commissary in the presence of customers
- Drinking or drug use prior to your shift, during work hours, or in the store or parking lots; reporting for work in an impaired state; conviction of using, selling or possessing any controlled substance
- Failure to carry out any order given by a management representative, including refusal to do assigned work and other acts of insubordination
- Failure to maintain satisfactory and harmonious working relationships with the public or other employees
- Failure to perform required side work
- Failure to report for a scheduled shift
- Failure to report personal injury or accidents within 24 hours of the occurrence
- Failure to report to work without notification (defined as voluntary resignation)
- Falsifying a time-keeping record, business expense report or other report, record or work-related document
- Releasing confidential information without written authority
- Foul and abusive language
- Gambling on Chicagoland Commissary property
- Improper cash handling procedures
- Using the safe as your personal bank account
- Sharing the safe combination
- Making decisions for your own personal gain such as selling old food product in order to preserve costs, or manipulating inventory
- Leaving the store unlocked, leaving the safe unsecured or leaving the alarm unarmed
- Insubordination
- Intentional violation of safety and/or sanitation rules
- Intentionally giving false or misleading employment information
- Job abandonment, failure to report for a scheduled shift.
- Conduct unbecoming of an Employee and/or detrimental to the image of Chicagoland Commissary
- Hiring your employees to do work for you outside of Chicagoland Commissary (i.e. do not hire an employee as your babysitter)
- Abusing the meal discount program or allowing others to do-so. Must not be used to cover up product shortages/food loss
- Being in or entering the store alone when not scheduled to work
- Allowing non-employees to work for Chicagoland Commissary

- Allowing employees (or non-employees) to work off the clock
- Allowing family members, friends, significant others, etc. to wait inside the store while opening or closing
- Allowing your children or children of your employees to be at the store (either in the front or back of house) while you work
- Performing personal business on company time
- Personal visits during business hours
- Spreading rumors/gossip
- Smoking or eating in prohibited areas
- The possession or use of any kind of weapon or other dangerous implement on company premises
- Theft of property belonging to customers, co-workers or Chicagoland Commissary
- Unauthorized or improper use of any type of leave
- Unauthorized use of company equipment
- Unsatisfactory job performance
- Violation of company rules, regulations, policies and procedures
- Violation of no solicitation/no distribution rules
- Violence or sexual harassment, willful destruction of property, and theft or dishonesty towards Chicagoland Commissary, its customers or its Employees
- Giving out confidential information

Company premises include all buildings, grounds and parking areas used by Chicagoland Commissary to conduct business. Aiding or abetting any of the listed offenses will result in the same corrective action as the offense involved. If three offenses occur that merit a written warning or a final written warning within a rolling six-month period of time, termination could occur regardless of the offense.

Conducting any of the following offenses will result in immediate termination:

1. Drinking or drug use prior to your shift, during work hours, or in the store or parking lots; reporting for work in an impaired state; conviction of using, selling or possessing any controlled substance
2. Theft, fraud, embezzlement or other proven acts of dishonesty including falsifying documentation and trade outs of goods for personal gain.
3. Creating a hostile work environment (fighting, creating a scene, etc.)
4. Job abandonment, the failure to report to work for scheduled shift without properly notifying immediate supervisor, or failing to submit required documentation, medical or other, requested by the company.
5. Any harassment of another Employee (verbal, physical, written, or visual) including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments made to or about another employee, Manager, vendor or customer.

Safety Policy

Chicagoland Commissary is committed to providing all employees with a clean, safe, and healthy work environment. To achieve this goal, we must recognize our shared responsibilities to follow all safety rules and practices, to cooperate with officials who enforce those rules and practices, to take necessary steps to protect ourselves and other employees, to attend required safety training, and to report immediately all accidents, injuries and unsafe practices or conditions.

Accident Prevention

We all have a responsibility to each other to make Chicagoland Commissary a safe place to work. If

you see any unsafe situation or practice, report it to your manager immediately.

Following are some examples of situations that must always be reported to your manager:

- Wet or slippery floors or stairs
- Equipment that is even partially blocking traffic areas
- Exposed or unsafe wires or switches
- Exposed sharp edges of any type
- Equipment that even appears to be defective
- Anything that remotely seems to be a fire hazard

If you have or observe an accident involving a personal injury, even if it appears minor, report it to your manager promptly.

Adhere to the following guidelines to prevent accident or injury:

1. Report any condition or practice that appears unsafe to your manager immediately.
2. Use authorized safety gloves when cleaning equipment.
3. Operate only equipment that you are trained and authorized to use.
4. Observe regulations that permit smoking and eating only in designated areas of our facility.
5. Do not block fire corridors or fire exit doors. Furniture, equipment or electrical cords may not be stored in front of exit doors.
6. Familiarize yourself with the location of all fire extinguishers in all areas of our building.
7. Approach stairwells and intersections carefully. Do not run in the building.
8. Familiarize yourself with emergency evacuation procedures.
9. Do not bring unauthorized visitors or children into our building.
10. Report injuries to yourself, fellow employees or visitors, however minor, to your manager immediately. Your manager will assist in arranging for appropriate medical attention.
11. If you are injured on the job, you may be entitled to benefits under the Workers' Compensation law of the state in which you work. Chicagoland Commissary carries Workers' Compensation insurance and will assist you in getting all of the benefits to which you are entitled. To ensure that you receive these benefits when necessary, report every accident or injury, no matter how slight, to your manager at the end of your scheduled work shift.

Policy Against Workplace Violence

We are committed to providing and maintaining a safe workplace. In keeping with this commitment, we have a zero tolerance policy regarding actual or threatened violence against co-workers, visitors, or any other persons in the stores or office with whom our employees have contact in the course of their duties.

We expect all employees and persons who have contact with our employees to perform their duties and conduct themselves in a professional and businesslike manner and to refrain from threatening, disruptive and violent behavior. The company prohibits all forms of violent, threatening or disruptive behavior made by or against any employee of the company or any other person on the premises who have contact with company employees during the course of their duties.

This includes but is not limited to:

- Threats of violence
- Use of abusive language

- Making annoying or threatening phone calls, emails or other communications
- Displaying or threatening the use of weapons
- Harassment
- Destroying company property
- Using or attempting to use actual physical violence against another person

And any other conduct that Chicagoland Commissary may consider endangers the safety or well-being of any employee or any other person on the premises who may have contact with company employees during the course of their duties.

Any person who engages in conduct deemed to have violated this policy is subject to disciplinary action up to and including immediate termination.

If an employee is in fear of imminent danger – he or she should call 911 immediately. In a non-emergency situation, any action that causes an employee to feel unsafe should be reported to the manager. Truthful reporting of violations of this policy will not subject any employee to retaliation, discipline or reprisal of any kind.

Substance Abuse and Weapons

In order to promote the safety of our employees, customers and suppliers, Chicagoland Commissary has a strict policy regarding substance abuse and weapons. Employees are not permitted to use or possess alcoholic beverages on Company property, except at Chicagoland Commissary-sponsored social events where Chicagoland Commissary permits alcohol. An exception applies if your job involves the sale of alcohol, but in that case you may not consume the alcohol and must participate in any special training required for that business. You also may not use or possess illegal drugs or controlled substances on Chicagoland Commissary property or while you are engaged in any job-related activity. Employees may not report to work with alcohol or illegal drugs or controlled substances in their system. Employees may not have or possess any weapon while in a Chicagoland Commissary store or on other Chicagoland Commissary property, to the extent allowed by law.

Hazard Communication Program

Chicagoland Commissary complies with federal and state laws to provide employees with information regarding hazardous substances in the workplace.

Chicagoland Commissary relies on Material Safety Data Sheets (MSDS) obtained from suppliers to meet these requirements.

The Manager is responsible for compiling MSDS and maintaining the master file.

MSDS are made for employee use and review in the back of the house. The MSDS are kept either on the bulletin board, in the facilities book, or on the back wall.

If a required MSDS is not obtained upon receiving a new substance, the Manager is to contact the manufacturer to obtain an MSDS for the new substance. If the manufacturer is unable to provide this MSDS, the Manager should contact Human Resources.

All contained substances used in the workplace must be kept in containers with the chemical type labeled on each container.

Training

Prior to initial work assignment, each employee will undergo training regarding this Hazard Communication Program and the use of MSDS in the workplace. **By signing the Receipt and Acknowledgment of Employee Handbook Form, the employee acknowledges training of Chicagoland Commissary's Hazard Communication Program.**

Each employee is made aware of the location of the MSDS book. If a major change in the program or types of chemicals utilized occurs, re-training of all employees will occur. In these training sessions, all employees will be made aware of his/her "right to know", and the location of this information within his/her worksite.

Any contractor to work or operate in a Chicagoland Commissary location will notify and train their employees of the contractor's Hazard Communication Standards. The location of Chicagoland Commissary's MSDS Book will make it readily available for any contractors in need of this information, fulfilling the contractor's right to know.

Benefits Overview

Chicagoland Commissary has Summary Plan Description (SPD) booklets and other materials relating to the benefits plans described below. Contact the Human Resources Department for further details regarding all of Chicagoland Commissary's benefit programs.

In the event of a conflict, the insurance contract or plan documents will prevail over other documents. You may obtain assistance or additional information regarding these programs from the Human Resources Department.

Medical and Dental Insurance

Chicagoland Commissary offers medical and dental benefits for those employees who are eligible to participate.

Time Off

Employees are entitled to receive paid time off once they have satisfied the benefits eligibility requirements. Please speak to your stores Area Manager for details.

Bereavement Leave

Chicagoland Commissary is sympathetic to the needs of employees and the families of employees when there is loss of a loved one. Chicagoland Commissary provides Bereavement Leave to allow employees to attend to the legal, financial, and emotional needs of their families in the event of such loss.

Employees are allowed up to three consecutive days off from regularly scheduled duty in the event of the death of the employee's immediate family member.

Employees must be able to provide supporting document (obituary, notice from funeral home, etc.) if requested.

This Handbook contains only general information and guidelines. It is not intended to be comprehensive or to cover all possible applications of, or exceptions to, the general policies and procedures described. If you have specific questions regarding how the content provided in this Handbook applies to you, please direct your questions to your supervisor or Human Resources Representative.

This Handbook is not an employment agreement or contract. It does not guarantee any fixed terms and conditions of employment. Your employment is “at will” and is not for any specific length of time. You may resign at any time, without prior notice, and for any reason. In addition, Chicagoland Commissary may terminate your employment at any time, without prior notice, and for any reason (except as prohibited by applicable law).

If a provision of this Handbook conflicts with a federal, state or local law, the provisions of the law will apply. Contact your Human Resources Representative if you have questions on specific laws.

The policies, procedures, practices, and benefits contained herein may be modified or discontinued at any time. This Handbook supersedes any previous handbooks or policies relating to the subject matter covered in this Handbook.