



Phone: 724-503-4286

Web: armensbarrels.com

Email: lab@armensbarrels.com

Restaurant: 10 McCoy Lane, Washington PA 15301

Mailing: 408 Forest Estates Dr, Pittsburgh PA 15241

EMPLOYEE HANDBOOK

This Employee Handbook ("Handbook") is a compilation of personnel policies, practices and procedures currently in effect at **Lab at Armen's Barrels LLC** ("Restaurant"). The Handbook is designed to introduce you to our Restaurant, familiarize you with our policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Employee Handbook is not a contract. Like most American companies, our Restaurant generally does not offer individual employees formal employment contracts with the Restaurant. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. And, like most American companies, Restaurant hires most employees "at will," meaning that you may leave your employment with us at any time for any reason, and Restaurant may terminate your employment at any time for any lawful reason.

Current Hours of Operation:

Tuesday, Wednesday and Thursday: 4pm-10pm. Friday and Saturday: 4pm-11pm. Closed Sunday & Monday.

Holidays closed: Christmas, Thanksgiving, Independence Day, Memorial Day and Labor Day.

Holidays open: Mother's Day, Father's Day and Easter. Times: TBD.

* Staff is required to show up on time, clear headed, appropriately dressed and ready to work.

Schedules

Restaurant is planning to post weekly schedule no later than Tuesday of the previous week. Any requests for days off should be made no later than 10 days prior - preferably notify manager as soon as you know the days you need off. If you need a shift covered after the schedule has been posted, it is YOUR responsibility to get such shift covered. Any changes in you availability need to be cleared with a manager. Please keep in mind that requests for days off are just REQUESTS - meaning that they may not be granted due to circumstances that fall on the same day. Forgetting to show up, being late, failing to cover your shift, are all grounds for immediate termination.

Calling Off

Call offs are only permitted in cases of emergency. Employees needing to call off must speak directly with a manager. In cases of repeated car trouble, incarceration, not having child care, not having a ride etc, every attempt must be made to arrive on time for your shift. Not following this directive will result in suspension or termination.

Cell Phones

Cell phones are never permitted on the floor.... EVER! If you need to make a call, use the designated areas, away from dining room. Abuse of cell phones will result in suspension or termination.

Rest/Smoke Breaks

Staff is permitted to take rest/smoke breaks while at work in the designated areas. Be responsible and use good judgement. Servers cannot take a break while they have an active table. Bartenders cannot leave the bar for a break while there are active customers. Repeat offenses of the resting/smoking rules will be grounds for suspension or termination.

Respect Yourself, Your Co-workers and the Establishment

Disrespect to fellow employees will not be tolerated! Any verbal or physical incident will result in immediate termination and possible law enforcement intervention.

Miscellaneous Provisions

- Employees working the last shift of the day may be asked to do side work such as cleaning up in preparation for the next day.
- Every employee who serves alcohol to clients should be RAMP certified within 30 days after being hired by Restaurant.
- Staff wishing to voice opinions or concerns may do so by making an appointment with the manager, chef or owner.
- Employees should park their cars in the lower parking lot, designated for employees.
- The Restaurant is not responsible for loss or damage to any personal property.

Overtime

Because of the nature of the restaurant business, your job may periodically require overtime work. If the Restaurant requires that you work overtime, we will give you as much advance notice as possible. You should not work overtime hours without prior approval by your manager.

Equal Employment Opportunity

Our Restaurant is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the Restaurant's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Company Property

All employees should be aware that everything in the Restaurant, except personal items you may bring to work with you, constitutes property of the Restaurant, from food in the kitchen to the silverware on the tables. Any employee who takes Restaurant property without the consent of either the employee's supervisor or, in the case of food in the kitchen, the consent of the kitchen supervisor, is subject to immediate discipline up to and including discharge.

Safety and Accident Rules

Safety is a joint venture at the Restaurant. A restaurant can be a dangerous place if any of our employees disregard basic safety principles. Fires and burns are always potential hazards in the kitchen and wait staff can be burned accidentally as well. Wait staff can easily trip and fall if not carrying trays and other things safely.

We provide a clean, hazard-free, healthy, safe environment in which to work and make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the federal Occupational Safety and Health Act. As an employee, you have a duty to comply with the safety rules of the Restaurant, and you are expected to take an active part in maintaining a hazard-free environment. You should observe all posted safety rules, adhere to all safety instructions provided by your manager and use safety equipment where required.

Dispute Resolution

In a perfect world, every employment relationship would be smooth and harmonious. However, there are, unfortunately, times when employees and employers disagree. These disagreements often arise in the context of involuntary employment termination, but there may be disagreements regarding the right to a promotion, expense reimbursement, or a parade of other things.

All employees of the Restaurant agree to first seek to mediate any dispute with the Restaurant with a mediator from the American Arbitration Association or similar organization trained and experienced in employment disputes. If mediation is not successful, both the Restaurant and the employee agree to submit their dispute to arbitration. The arbitrator will be chosen from a panel presented by the American Arbitration Association or such other organization as is acceptable to both parties. The cost of the arbitrator will be split between the Restaurant and the employee. Each party will be responsible for its own attorney or other related fees. Both the Restaurant and the employee acknowledge that by agreeing to arbitrate each gives up its right to litigate their employment dispute in court or to submit it to a jury. The decision of the arbitrator is final and binding.

However, either party may seek to have a court of competent jurisdiction enforce an arbitration award. In addition, the Restaurant retains the right to seek injunctive or other relief in the case of misappropriation of trade secrets or other confidential information, or any other action by an employee which might reasonably be expected to lead to irreparable harm to the Restaurant.

Acknowledgement of Receipt of Employee Handbook

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the Restaurant.

The Restaurant reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

Employee Name (print)

Signature of Employee

Date