HANDBOOK

WALKER'S RESTAURANT GROUP, LLC

MAY 2024

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Introduction

This Walker's Tap & Table (also referred to herein as "Walker's" or "Company") Team Member Handbook (also referred to herein as the "Handbook") contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described herein. If this Handbook fails to address your concerns, you are encouraged to use other resources that are available to you, such as your supervisor, department manager, other materials provided to you upon hire, or Human Resources.

THIS HANDBOOK IS NOT AND MAY NOT BE CONSTRUED AS A CONTRACT OF EMPLOYMENT OR TO REPRESENT, ESTABLISH, IMPLY OR SUGGEST THE TERMS OF ANY EMPLOYMENT RELATIONSHIP. WALKER'S MANAGEMENT RESERVES THE RIGHT TO MODIFY, SUPPLEMENT OR RESCIND ANY POLICIES STATED HEREIN WITHOUT NOTICE, WRITTEN OR OTHERWISE, AND TO APPLY ANY SUCH MODIFICATION, SUPPLEMENT, OR RESCISSION RETROACTIVELY, CURRENTLY, OR PROSPECTIVELY. THIS HANDBOOK DOES NOT CONFER AND SHALL NOT BE CONSTRUED AS CONFERRING ON ANY PERSON ANY RIGHTS OR PRIVILEGES. EMPLOYMENT BY THE COMPANY IS AT- WILL AND IS NOT SUBJECT TO ANY CONTRACTUAL UNDERSTANDING OR ARRANGEMENT. A TEAM MEMBERS' EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT NOTICE, IN THE SOLE AND ABSOLUTE DISCRETION OF THE COMPANY.

This Handbook details the manner in which Walker's, as a whole, functions on a day-to-day basis.

Changes to the Handbook are made from time to time. Every effort will be made to inform team members when changes occur and to circulate replacement pages for inclusion in the Handbook. It is the responsibility of each team member to read, review, understand, and comply with all Walker's policies, both those that are in the Handbook, and those that are not.

Mission Statement

As a team, our mission is to enrich the lives of our guests and our community. We do this through superior-quality food and beverages, legendary guest service, outreach and community involvement, and treating our team members with respect. We believe that our team members are our most important resource, and our success depends upon creating and retaining a team capable of delivering an exceptional dining experience to every guest, every time.

Core Values

Core values are what encompass our foundational beliefs, which then dictate our behavior and guide us to make the decisions that we do. Core values are broad concepts that can be reapplied many times over in your life in various situations to help guide your actions. Walker's Core Values are as follows:

EMPATHY: Putting yourself in someone else's EMOTIONAL shoes.

HOSPITALITY: Making Guests FEEL Welcome and Special.

INTEGRITY: Doing what is right, even when no one is around.

TEAMWORK: Helping others to make sure every guest is taken care of.

ACCOUNTABILITY: Mistakes happen; own it and learn from it.

INCLUSION: Acceptance and equal treatment of all.

Equal Employment Opportunity

Walker's Tap & Table is an equal opportunity employer. In accordance with the applicable law, we prohibit discrimination against any applicant or team member based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, age, pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), gender identification, sexual orientation, or any other category protected by federal, state or local law. We are committed to a policy of selecting, placing, training, and promoting team members based on our judgment of their employment qualifications, including quality of work, work attitude and relevant work experience. The Company applies this equal employment opportunity policy in recruiting, hiring, training, transferring, promoting and providing benefits to team members.

Employment at Will

All team members of Walker's Tap & Table are employed "at-will," which means that your employment has no definite term. You may terminate your employment at any time, with or without cause, and with or without notice, and Walker's Tap & Table has the same right. This

policy supersedes any other communication, assurance, or promise which may have been made to you at any time, whether oral or written. No representative of Walker's Tap & Table, other than one of Walker's company officers, has any authority, at any time, to change your at-will employment status. In order to be valid, any agreement to change your at-will status must be in writing and signed by both you and an officer of Walker's Tap & Table.

Open Door Policy

Walker's has an obligation to ensure that while at work you are treated fairly. We promote an atmosphere whereby team members can talk freely with members of the management team. 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 and openly discuss these thoughts as we believe that feedback from team members will help us to improve every day.

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

- Talk with your immediate Supervisor. We encourage you to present your ideas and to solve your problems with your Supervisor as he/she typically has the best understanding of the facts and considerations related to your specific idea, problem, or concern.
- If, however, you are not satisfied after meeting with your Supervisor, or if you are not comfortable talking to your Supervisor about the circumstance, schedule an appointment with your Department Manager or HR representative.

Confidentiality

Walker's Tap & Table guests love our food and beverages so much that they are often very curious about the ingredients and how they are made. Our ingredients, recipes, and preparation procedures are confidential and are the result of much time and effort. We have an obligation to protect these secrets. If a guest asks for specific information about our food or drinks, other than questioning ingredients regarding potential allergens, please be sure to keep your answers short without including any proprietary information. If a guest continues to probe and is not satisfied, please ask for assistance from your Supervisor. If your employment ends with Walker's know that our recipes, and preparation procedures are the intellectual property of Walker's and may not be disclosed without prior written consent from Walker's Tap & Table.

Code of Conduct/Complaint Procedures

At Walker's Tap & Table all team members abide by a Code of Conduct. If any team member witnesses any conduct that he or she believes is inconsistent with this Code, Walker's expects the team member to immediately notify one or more of the people designated below:

Any Manager or General Manager
Any member of Human Resources, or
Any member of the Senior Management team.

All concerns will be taken seriously and to the extent possible, treated in a confidential manner. As appropriate, we will investigate and take necessary action, including taking steps to prevent a recurrence of any similar problems. Your cooperation may be required in any investigation conducted. If you are uncertain about something you intend to do while conducting Walker's business, you should seek advice before acting. It is also your responsibility to let us know if you see or learn of something that suggests any law or Walker's policy has been violated. Walker's enforces its policy of "no retaliation" against any team member who raises questions or concerns regarding a potential violation of any law or Company policy that he or she reasonably believes to have occurred.

Walker's requires all team members to follow the law and to act honestly and ethically in conducting its business. We are each responsible for our own conduct. If you believe that someone is asking you to violate any law or Company policy, you should immediately notify the General Manager, Human Resources, or a Senior Management member.

Failure to comply with the law or any of Walker's policies may result in severe consequences for Walker's and the team members involved. Discipline may be imposed if a team member fails to: (a) report violations of law or any Company policy; (b) cooperate in an investigation; (c) provide an honest accounting of a violation.

Commitment to a Harassment-Free Workplace and Reporting Violations

Walker's Tap & Table is committed to providing a harassment-free workplace. We will not tolerate any form of ethnic, racial, sexual, or religious harassment. These types of harassment are illegal. Further, all types of harassment create unnecessary workplace tensions that undermine the Company's mission to provide excellent services to our customers.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. As defined by the Equal Employment Opportunity Commission (EEOC) Guidelines, sexual harassment includes unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, catcalls, or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail and text); and other physical, verbal, or visual conduct of a sexual nature. Sex-based harassment, that is, harassment not involving sexual activity or language (e.g., male manager yells only at female team members and not males) may also constitute discrimination if it is severe or pervasive and directed at team members because of their sex.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that disparages or shows hostility or aversion toward an individual (or his or her family, friends, or associates) because of his/her race, color, age, gender, national origin, disability, pregnancy status, veteran status, religion, sexual orientation, marital status, or any other status protected by law and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to: slurs, or negative stereotyping; threatening, intimidating, or hostile acts; degrading jokes and display or circulation in the workplace of written or graphic material that disparages or shows hostility or aversion toward an individual or group (including through e-mail).

These policies apply to all applicants and team members, and prohibit harassment, discrimination, and retaliation whether engaged in by fellow team members, by a supervisor or manager, or by someone not directly connected to Walker's Tap & Table (e.g., an outside vendor, consultant or guest). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Walker's Tap & Table prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

If you feel that you have been discriminated against on the basis of your race, color, religion, sex, national origin, age, disability, citizenship, marital status, or sexual orientation, or if you feel that you have been subjected to ethnic, racial, sexual, religious, or any other harassment, you should promptly report the discrimination or harassment to your Supervisor, Department Manager, General Manager or a member of the Senior Management team. We will endeavor to protect your privacy and the privacy of any others who may be involved. In order to assist us in protecting your privacy and the privacy of your co-workers, we ask that you also keep the complaint

confidential. You will not be subject to reprisal for having made a complaint. Walker's will make every effort to investigate your complaint and to report back to you with the results of the investigation. The Company reserves the right, in its sole discretion, to take whatever employment actions it deems appropriate at the conclusion of its investigation. Any team member found to be in violation of the Harassment-Free Workplace Policy will be subject to disciplinary action. Similarly, Walker's will take appropriate disciplinary action against anyone who attempts to retaliate against team members who complain about alleged harassment. Disciplinary action may include counseling, written warning, demotion, suspension, discharge, or any other action deemed appropriate by the Company. Team members who falsely accuse others of harassment may also be subject to the aforementioned disciplinary actions.

Wage and Hour Rules

Walker's Tap & Table Provides a compensation and benefits package for its team members. Walker's is committed to following all applicable federal, state, and local minimum wage, overtime wage, child labor and other wage and hour laws and regulations. To ensure that all work performed for Walker's is correctly compensated, it is essential that all work time be accurately recorded and reported. Every team member is responsible for this important recordkeeping task, both for yourself and for any team members whom you supervise. If you have questions about your job description, job classification, or any other wage and hour issues, consult with your Supervisor or Department Manager. Any recordkeeping or wage inaccuracies or issues should be reported promptly to your Department Manager.

Work Week, Schedule, and Attendance for Restaurant Team members

Properly staffing our restaurants is very important and schedules are created based on a number of factors as outlined below. Your schedule will depend on the shift and position to which you are assigned. The following policies will help our operations run efficiently and will assist Walker's in approving the time off that you may request.

- **Hours of Operation**: Associates who are responsible for opening procedures may be scheduled to arrive up to four (4) hours before the restaurant is officially open for business. Those responsible for closing procedures may be scheduled to work one (1) to two (2) hours after closing. Walker's work week begins on Monday and ends on Sunday unless otherwise determined by state or local law.

- **Your Availability:** Walker's has certain scheduling requirements during peak business hours (lunch, dinner, late night, weekends, special events, and holidays). Your availability should be provided to your Supervisor at the time of hire. Any changes to your availability should be submitted immediately through our scheduling program. All availability changes need to be submitted and approved through our scheduling program at least two (2) weeks prior to the change taking

effect. Speak to your Supervisor or Department Manager to resolve any questions or concerns.

Although unusual, events may occur that result in you being called to work on a day or time when you are not scheduled or being asked to remain on shift beyond your scheduled hours. Your cooperation at these times is appreciated and Walker's will make every effort to release you from the unplanned shift as soon as the business need for your services has passed.

- **Schedule Requests:** Requests for days off must be submitted to your Supervisor at least two (2) weeks prior to the requested date via "7shifts." Requests will be approved according to business demands but are accommodated whenever possible. The work schedule will generally be posted by 5:00 p.m. on Wednesdays for the following week.

- **Holidays:** Currently, our restaurant is closed in observation of the following holidays; however, the holidays are subject to change by Walker's Tap & Table:
    - Easter Sunday
    - Thanksgiving
    - Christmas Eve
    - Christmas Day

- **Tardiness and Absence:** Each team member must arrive ready for work when scheduled in proper attire as defined in this Handbook's Uniform Policy. If you are going to be late for a shift due to unforeseen circumstances, please call your Supervisor as soon as possible to let him or her know. All late arrivals – even with a valid explanation – are documented in your HR file.

  When you are absent, other team members must cover the responsibilities. If you cannot report for your scheduled shift you must speak (phone call, not a message) with your Supervisor directly and if possible, at least (3) three hours – or as soon as possible - prior to your scheduled start time. If you are absent due to an illness, you may be required to provide your Supervisor with a release from your doctor stating that you are able to return to work. If you know in advance of your scheduled shift that you will not be available to work, notify your Supervisor immediately and take the appropriate action to try to get your shift covered.

  Texting your late arrival or absence to you Supervisor is <u>not</u> permitted. Excessive tardiness or absences may result in disciplinary action up to and including suspension and/or termination.

Please remember the following:

- It is your responsibility to check the posted schedule regularly because it may change due to business fluctuations.
- Walker's management reserves the right to determine all team members' schedules according to the business' needs.

Team members are not to be in work areas if they are not on a scheduled shift. In addition, team members are not to remain in the restaurant in non-work areas if they are not performing work or eating as a restaurant guest. In addition, only working team members are permitted in the back-of-the-house or other work areas. Additionally, only those currently scheduled team members are allowed to perform work while at Walker's.

Clocking In and Out

Team Members
To ensure you get paid accurately each pay period and to avoid requiring a paycheck correction, always clock in immediately at the start of your scheduled shift, when you are in proper attire and ready to work. Do not clock-in prior to your scheduled time to begin unless you are asked to do so by the Manager in Charge or Supervisor. Before you leave for the day, check in with the Manager in Charge for approval to leave and then clock-out. After you have clocked-out, a confirmation of your hours worked will print. Please review this printout and retain it for your records. If this printout is inaccurate you should notify your manager immediately. You are responsible for properly clocking in and out and any dishonest or deceitful time recordation – including clocking-in or out for another team member - may result in disciplinary action, up to and including suspension and/or termination.

Hourly Managers
You must clock-in and out to perform managerial functions on the POS (Point-of-Sale). In the event you must edit your punch time, you must contact your Manager for permission. Any edits made to your time or to the time of another team member that are dishonest or deceitful may result in disciplinary action, up to and including suspension and/or termination.

Pay Day and Payroll Information

Paydays at Walker's occur bi-weekly every other Friday (or as required by state law). The official payroll week begins on Monday morning and ends on Sunday night, unless otherwise determined by state or local law. See additional details below:

- If payday falls on a holiday, you will receive your pay on the working day immediately before the holiday.
- Check stubs can be viewed through the ADP portal.

- Live checks will be available at your restaurant location until you sign up for direct deposit.
- If you have questions about your paycheck, contact your Supervisor immediately.

ADP

ADP is a secure online system that allows you to do many things such as view and print your paycheck stubs and change personal information such as your mailing address, and emergency contact information. Please visit https://myaccess.adp.com to access ADP Online.

OVERTIME

Overtime pay (calculated at one and one-half of your regular hourly payrate) will be paid for any work performed by a "non-exempt" (usually hourly) team member more than forty (40) hours during one (1) work-week. A work-week is defined as a seven-day period from Monday through Sunday.

TIPS

Tips received by a team member (both via credit card and cash) must be reported at the end of the team member's shift. This process adds the tips into the team member's taxable earnings and accumulates the tips for W-2 reporting. Walker's may withhold up to 3% of an team member's credit card tips for merchant services paid by Walker's. Tips are distributed via the online platform Kickfin. A .75¢ convenience fee will be applied to each tip distribution.

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 and you may do business with any institution of your choice. Simply complete the Direct Deposit Authorization form. Direct Deposit is encouraged for all team members in the Company. When you sign up for direct deposit during your orientation, your Supervisor will enter the information from your Direct Deposit Authorization when he/she completes your profile in our HR/Payroll System.

LOST CHECK

If you are issued a live check and you lose it, you must immediately notify your Supervisor. He/she will have you complete a Stop Payment Form and send it to ADP to issue a stop payment on the check. Your Supervisor will then make arrangements for another check to be issued after the initial funds are returned to Walker's payroll account, which can take 3-5 business days. You will be charged a $25 fee for the replacement check and it will be mailed to the restaurant.

Team member Breaks

Team members under 18 years of age are entitled to a paid 30-minute break after 5 consecutive work hours.

Team member Meal Program

Walker's provides team members with a meal benefit. Team members receive 50% off of one (1) regularly priced menu item with the exception of alcohol, bottled drinks, seafood, desserts, any menu item Upper Management deems ineligible for the benefit, and retail items. All meals must be rung up and paid for before the end of your shift or the discount will be forfeited and you will be required to pay the full price for the item at the beginning of your next scheduled shift.

Benefits Overview

ELIGIBILITY

Benefits are available to all full-time team members who meet the eligibility requirements as described below:

- **Team Members:** First of the month following 1 year of employment and having worked at least an average of 30 hours per week.
- **Shift Managers**: First of the month following 30 days of employment and having worked an average of 25 hours per week.
- **Corporate Office:** First of the month following 30 days of employment.

MEDICAL INSURANCE OVERVIEW

Walker's offers medical insurance through Blue Cross Blue Shield and provides an employer cost sharing arrangement. Upon qualifying for health insurance benefits, you will be given the applicable documentation and details of what options are available to you under the plan.

Walker's will continue to provide health care insurance for a team member who misses work for an FMLA covered reason, if the team member participates in the health care plan and the team member continues to pay for his or her share of the premium. If a team member fails to pay his or her share of the premiums while on FMLA authorized leave, his or her health care coverage may be terminated. Coverage will be reinstated if the team member returns to work after his or her FMLA leave.

If the team member does not return from their FMLA leave for a reason other than 1) the continuation, recurrence, or onset of a serious health care condition; 2) the continuation, recurrence, or onset of a covered service member's serious injury or illness; or 3) other

circumstances beyond the team member's control, the team member will be required to reimburse Walker's for his or her share of the premiums.

Note: For additional information on FMLA leave see the FMLA Policy below.

Maryland Healthy Working Families Act ("Sick and Safe Leave")

In compliance with the Maryland Sick and Safe Leave Act, Walker's provides each team member with forty (40) hours of sick leave annually (January 1 to December 31). Team members receive the full allotment of sick and safe leave at the beginning of the year; therefore, no sick leave may be carried over from one year to the next and no sick leave is paid out at year-end.

Team members are not permitted to use leave during the first 106 calendar days of their employment.

Sick and safe leave may be used to care for a team member's physical or mental illness, injury, or condition or that of a family member; to obtain preventative medical care for the team member or a family member; for maternity or paternity leave; or to relocate or seek medical or mental health attention, victim services, or legal assistance for the team member or a family member as a result of domestic violence, sexual assault, or stalking.

Team members are permitted to use the leave in increments of not less than **[4 (or may be less than 4 but not more than 4]** hours. Team members may only use earned sick and safe leave for one of the listed authorized reasons. Team members using leave for unauthorized purposes or who have demonstrated a pattern of abusing sick and safe leave may be denied the right to use leave in the future.

All sick leave must be reported on your timecard. If you use leave for more than two (2) consecutively scheduled shifts, Walker's reserves the right to require verification that you used the sick leave appropriately. If you refuse or fail to provide the verification, Walker's may deny a subsequent request to take sick leave for the same reason.

If the need for sick and safe leave is foreseeable (for example, a scheduled doctor's appointment), team members may be required to provide advance notice at least 7 days before the leave would begin. If the leave is not foreseeable, team members must provide notice to the HR department as soon as practicable. Walker's may deny leave if you fail to provide the required notice AND the absence will cause a business disruption.

No sick leave used during a pay period will count as "time worked" for the purpose of calculating overtime pay and no unused sick leave is paid out when employment is terminated. If an

employee leaves employment and is rehired within 37 weeks of leaving, any earned and unused sick leave that the employee had at the time of separation will be reinstated.

With each pay period, team members will be provided with a statement of leave used and available leave remaining.

Family and Medical Leave of Absence ("FMLA") Policy

Eligible team members may qualify for up to 12 weeks per year of unpaid leave for certain family and medical reasons. Team members are eligible if they have worked for Walker's for at least 12 months and have worked 1,250 hours within those 12 months.

Leave will be granted for any of the following reasons:

1. To care for the team member's child after birth or placement for adoption or foster care.
2. To care for the team member's spouse, son or daughter, or parent who has a serious health condition.
3. For the team member's own serious health condition that makes the team member unable to perform his or her job. The 12-week period is determined on a rolling calendar year based on the start of the leave. In certain circumstances, leave may be granted on an intermittent or reduced schedule basis, as required by law.

The team member must provide 30 days' advanced notice when the leave is foreseeable. Otherwise, the team member must provide as much advanced notice as is practicable. After the team member notifies his/her supervisor, the supervisor will complete a FMLA Request Form. A copy will be provided to the team member.
Walker's may require medical certification to support a request for leave because of a serious health condition and may require you to produce second or third physicians' opinions and a fitness for duty report before you are authorized to return to work.

For the duration of the FMLA leave, Walker's will maintain the team member's health coverage under the Company's group health plan as well as other paid benefits (although the team member will be expected to contribute the team member's share of the premium during the leave). Upon return from leave, the team member will be restored to his or her original position or an equivalent position with equivalent pay, benefits, and other employment terms.

Employer Checklist and Steps

- **Step One:** Walker's Tap & Table will provide a FMLA request form which must be completed in its entirety. The form must be returned within 15 calendar days of receipt to the team member's supervisor.

- **Step Two:** If the form is either incomplete or insufficient HR will specify the information needed and the team member must return the form within 7 days. If after this time period the form is not completed, the leave request may be denied.
- **Step Three:** Walker's Tap & Table in its sole discretion may send the team member to a health care provider of its own choosing at the Company's expense for an opinion on the need for the requested leave.
- **Step Four:** If the health care provider's conclusion differs from the team member request Walker's may send the team member to a second health care provider again at the Company's expense and jointly selected by Walker's and the team member. This final opinion will be binding on both parties.
- **Step Five:** Walker's Tap & Table will notify the team member of the final decision.

Team member Checklist and Steps

- **Step One:** The team member must request the FMLA from Human Resources and provide sufficient information to determine if the request qualifies him/her for FMLA protection. The form must be returned within 15 days of receipt.
- **Step Two:** Obtain medical certification supporting the need for leave due to a serious health care condition affecting you or an immediate family member. Your doctor will need to fill out the Physician's Statement.
- **Step Three:** The team member is required to report in at least once every two weeks during their leave regarding their status and intent to return to work or at any other time your intent to return to work changes.
- **Step Four:** Before returning to work you must obtain a release to work from your doctor documenting your readiness and ability to return to work and stating any limitations you may still have before you are allowed to return to work.

Cash Handling Policy

Depending on business demands, team members will function as cashiers on a regular, periodic, or temporary basis. As a cashier you will be responsible for the important task of correctly handling cash, credit, and coupons. The following guidelines detail what is expected of you when you are working as a cashier:

1. At the beginning of your shift, you should verify the beginning cash total in your cash drawer by counting the entire drawer in the presence of a Manager. If you fail to count the drawer, it will be assumed that you agree with the beginning drawer total as determined by the Manager.
2. Do not allow any other team member to use your cash drawer.
3. Should it be necessary to obtain change during your shift, contact a Manager to make change.
4. When you finish your shift, you may only count your drawer in the presence of the Manager. If you decide not to count your drawer with the Manager, the Manager

will count the drawer and it will be assumed that you agree with the ending cash and coupon total determined by the Manager.

5. It is against Restaurant policy to undercharge a guest, ring up an unauthorized discount, or pass food across the counter without payment. Any such incident may result in disciplinary action, including but not limited to suspension and/or termination of employment, as well as possible prosecution.
6. Team members with a cash drawer should never store or place cash or coupons in their pockets or any place other than in the cash drawer.

You are solely responsible for the cash, credit, and coupons that you process during your shift. Negligent or purposeful losses may result in forfeiture of pay to the extent allowed by applicable law. Additionally, you should understand that the Company may investigate all losses for possible prosecution. All team members, as a condition of employment, are required to cooperate with any investigation conducted by a Manager, another authorized representative of Walker's Tap & Table, or any authorized law enforcement agency.

Uniform Policy

You are expected to maintain a professional appearance at all times while working, including a high standard of personal hygiene and grooming, that is consistent with food preparation, food handling, health, and safety standards. You must adhere to the following guidelines while at work:

ATTIRE

It is your responsibility to maintain the quality and fresh appearance of your uniform. If your shirt or apron is lost, frayed, or permanently stained or deemed to be below Company standards, it will be your responsibility to immediately replace those uniform items at your expense.

Additional work attire standards are as follows:

- Closed toe shoes only. No flip flops, sandals, or boots are permitted. **Shoes must be all black with a non-slip tread.**
- Dark Black jeans or slacks must be worn and maintained in clean condition. Jeans should not be stained, soiled, or torn and MUST be replaced when faded.
- FOH team members (support, server, and bar) must wear the following uniform: Walker's Tap & Table logoed shirts, black jeans or slacks, black undershirt if worn, black socks, and black belt if worn. All uniforms must be maintained in good condition. When applicable, FOH staff will be provided one apron upon hire to be maintained by the individual.

- FOH Hosts must wear all black, business casual, professional attire at all times. No yoga pants or leggings. Shoes must be all black with a non-slip tread.

- BOH team members must at all times wear a tucked in Walker's Tap and Table logoed shirts, or white, black, or grey chef coat (long, ¾ or short sleeve is acceptable), black pants, and Walker's Tap & Table or all black baseball cap. No jeans, sweatpants or sweatshirts and no logo attire.
- Clean apron. Aprons are provided on site and maintained by Walker's Tap & Table for the BOH and FOH support staff.

PERSONAL APPEARANCE

Personal Hygiene

- Pay special attention to your daily personal hygiene. A clean, kempt appearance is expected at all times.
- Bathe, brush your teeth, use deodorant, and wash your clothing before coming to work.

Hair Restraint/Covering

- Long Hair (shoulder length or longer) must be tied back with a black hair tie. For safety and health purposes, long hair cannot be tied up on top of your head or to the side. Hair must be restrained so that it flows down your neck or back. The "ponytail" must not be able to come into contact with or hang over any food or drink items. Kitchen team members must wear either an all-black or Walker's black cap.
- Hair should not hang in your face. Long bangs or hair that hangs over the eye or beyond must be restrained back or to the side and tucked under your hat.

Facial Hair (beards, moustaches, goatees, etc.)

- Facial hair must be trimmed and maintained.
- Longer facial hair will need to be restrained and must not be able to contact or hang over food.

Makeup

- Makeup is allowed but must be professional and not excessive or extreme.

Rings

- Only one ring is allowed on each hand for FOH team members.
- If the ring(s) tears food-handling gloves, then the ring(s) must be removed while working.
- Jewelry on wrists/arms must be limited to one watch only, and no decorative gems/stones or charms. Kitchen team members are not permitted to wear any jewelry other than a wedding band.
- No bracelets/bands/string of any kind may be worn on wrists/arms.

Earrings

- Only one plain stud or simple hoop earring is allowed in each ear. Earrings should not contain decorative gems/stones or charms.
- Earrings must be shorter than 1 ½ inches in total length.
- Grommets must be no larger than ½ inch in diameter.

Fingernails

- Fingernails must be kept neat, clean, and trimmed.
- Per Health Department guidelines, nail polish of any kind is not allowed**.**

Perfume/Cologne

- Perfume/cologne is not allowed.

General Policies

HAND WASHING

Every Walker's Tap & Table team member must wash and sanitize their hands while at work using the proper, below-listed method:

1) Turn on faucet.
2) Lather hands and exposed portions of arms with soap for at least 10-15 seconds. To assist you in knowing how long that is, set a timer or watch clock for about 10-15 seconds or sing Happy Birthday twice while hand washing.
3) Rinse hands.
4) Dry hands with a single use towel.
5) Turn off faucet with the single use towel or other non-hand operated means.
6) Properly dispose of soiled paper towel.

You should follow this method every time you wash your hands. You are required to wash your hands at the following times:

- Before starting a shift.
- Before handling/touching food.
- After changing job assignments or stations.
- After eating.
- After using the restroom.
- Any time your hands are soiled.

SMOKING

Team member smoking is prohibited on Walker's property except in designated smoking areas and is prohibited during shifts without express permission from the shift manager. **Smoking is restricted during all peak hours**. It is unacceptable to smell of smoke during your shift; therefore, please take the proper precautions to avoid this problem.

If a guest enters the restaurant with a lit cigarette, electronic cigarette, cigar or pipe or any type of tobacco or e-smoking device politely request that they extinguish the (e)cigarette, cigar, or pipe or finish it outside before entering the restaurant. If asked "why" explain that Walker's is a smoke free environment. There is no smoking permitted on the patio or within 50 feet of the door.

PARKING
Team members must park in the designated area determined by your supervisor.

CELL PHONES & PHONE CALLS
This policy applies to any personally owned device capable of placing or receiving phone calls, messages, text, or video messages, or with access to the internet or email.

Cell Phones in the Restaurant – Staff

- Non-management level team members are prohibited from cell phone use while at work, unless needed for work related processes. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, or checking for phone messages. Keep the phone away and out of view.

Emergency Use of Cell Phones – Staff

- Walker's Tap & Table recognizes the fact many of their team members use a cell phone for emergency notifications by family, schools, hospitals, and other persons or organizations for which emergency contact is necessary. Please notify all family members, teachers, etc. of your work number where you may be reached. Team members will be notified the moment an emergency call is received. You will then be permitted to handle the situation appropriately. Team members who violate this policy will be subject to disciplinary action, up to and including suspension or termination.

PERSONAL BELONGINGS
Personal items must be stored in designated areas. Personal items are not to be stored in food areas or on the tops of cases of food. Walker's is not responsible for lost or stolen personal items. Any personal items left in the restaurant at the end of your shift may be donated or disposed of.

HOURS OF OPERATION
Team members are not authorized to close the restaurant outside of normal operating hours without specific authorization from Senior Management. Instructions to close a restaurant due to inclement weather, power outages, or other occurrences must come from Senior Management.

SOLICITATION
During work hours or on the Company's premises, Walker's Tap & Table strictly prohibits team members or others from soliciting guests or other team members for any reason other than for services or goods offered by the Company. Walker's also prohibits the unauthorized solicitation

of team members or guests on Company property by outside groups. This includes the distribution of literature, posting flyers or order forms on restaurant windows or counters, and circulating solicitations via email or in person. If you witness any unauthorized solicitation, maintain a respectful tone but be clear that Walker's has a "no solicitation" policy.

PERSONNEL RECORDS

It is important that we keep all Company and Human Resources records accurate as the information contained in these records may affect your pay, deductions, benefits, and other matters. For this reason, if you have a change in any of the below-listed items, please notify your Supervisor or Human Resources representative as soon as possible.

- Name: (First, Middle, Last)
- Home Address
- Home Telephone Number
- Emergency Contact
- Number of Dependents
- Marital Status (for insurance purposes)
- Exemptions on your Federal or State W4 Tax Form
- Your immigration status (if your eligibility for employment in the United States is affected)

You may review your personnel file at the Company's discretion and in accordance with all relevant state and federal laws. The following guidelines apply:

- Requests must be submitted in writing to the corporate office.
- Upon approval, you may review your file in the presence of a designated Company representative.
- Unless otherwise mandated by state law you may not mark on or make copies of the documents in the file.

Personal Relationships/Fraternization Policy

Walker's is committed to ensuring all team members are treated fairly and consistently. To avoid the potential for or perception of preferential treatment, sexual harassment, or a conflict of interest, intimate relationships between any team member and supervisor or manager who is in a position to influence, either directly or indirectly, any decision concerning the terms and conditions of the team member's employment is prohibited.

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

All work relationships must be strictly professional. If a personal relationship develops, both individuals are to immediately notify their Supervisors or Human Resources representative. When possible, we will attempt to place one of the individuals in a non-conflicting position. In the event that a re-assignment is not possible, the team members will need to decide who remains at Walker's and who resigns.

Substance Abuse and Weapons

To promote the safety of our team members, guests and suppliers, Walker's Tap & Table has a strict policy regarding substance abuse and weapons. You also may not use, possess, or distribute legal or illegal drugs, controlled substances, or alcohol while on Walker's property or while you are engaged in any job-related activity. Team members may not report to work with alcohol, legal or illegal drugs, or controlled substances in their system.

In the event Walker's management suspects a team member at work is under the influence of drugs or alcohol, or if a team member sustains or is involved in an on-the-job, compensable injury that team member may be required to submit to an immediate drug and alcohol test and may be immediately suspended pending a further investigation.

Moreover, team members may not have or possess any weapon while in a Walker's store or on other Walker's property.

Social Media Policy

Walker's Tap & Table encourages its team members to enjoy their off-duty time. However, certain activities by team members may become problematic if the activity has the effect of impairing the work of any team member; disrupting the smooth and orderly flow of work within the Company; directly or indirectly disclosing confidential or proprietary information; or harming the goodwill and reputation of Walker's among its guests or in the community at large.

A team member's use of social media whether in print, broadcast, digital, or online, should not produce any of the adverse consequences listed above. Walker's reminds team members to be mindful of the following guidelines:

- A team member should refrain from publishing any personal information about himself, herself, another team member or guest of Walker's, in a public medium (print, broadcast, digital, or online) that:
    - Interferes with work of any team member;
    - Creates a harassing, demeaning, or hostile work environment for any team member;

    - Harms the goodwill and reputation of Walker's Tap & Table among its guests or in the community at large;
    - Tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information; or reveals Walker's proprietary information or trade secrets.
- No team member of Walker's Tap & Table may use company equipment or facilities for the furtherance of non-work-related activities or relationships without the express prior permission of a Supervisor.
- Should you create a personal blog, be sure to provide a clear disclaimer that the views expressed in the blog are the author's alone, and do not represent the views of Walker's.
- All information published on a team member blog(s) should comply with Walker's confidentiality and disclosure of proprietary information policies. This also applies to comments posted on other social networking sites, blogs, and forums.
- Social media activities should never interfere with work commitments.
- Do not discuss Walker's guests, team members, managers, or vendors without their expressed, written consent to do so.
- Do not ignore copyright laws. Cite your reference sources accurately. Remember the prohibition against plagiarism applies.
- Do not use Walker's Tap & Table logos or trademarks without the prior written consent of a Senior Manager.
- If employed by Walker's Tap and Table, your name, image, voice and/or likeness may be used on promotional material, social media platforms, websites and printed collateral and extends in perpetuity.

Outside Employment

If you are employed by Walker's on a full-time basis, we consider your position here to be your primary employment and priority. If you are working another job that interferes with your ability to successfully perform your job duties at Walker's, or if your other position negatively impacts Walker's business in any way, your Supervisor or another Manager may ask to speak with you to discuss your options. If you and the Manager are unable to reach a resolution, you may be asked to choose which position you would like to keep.

If you are unsure if an outside position will create a problem at Walker's, please speak with your Supervisor or a Manager before you proceed with the new position.

Progressive Disciplinary Rules and Reasons for Reprimand or Termination

Any team member's conduct that, in the sole and absolute discretion of Walker's, interferes with or adversely affects its business, may be subject to disciplinary action, up to and including suspension without pay and/or termination of employment. Depending on the nature and severity of the offending conduct, it is our general policy to take the following progressive disciplinary actions:

- Counseling/Oral warning
- Written Warning
- Suspension (with or without pay)
- Termination

To determine the appropriate action, we may consider: the seriousness of your conduct, your employment record, your ability to correct the conduct, how your actions affect coworkers and customers, and other circumstances.

Consistent with our Mission Statement and Core Values, it is important for all team members to be fully aware of the rules which govern our conduct and behavior. To work together as a team and maintain an orderly, productive, and positive work environment, everyone must conform to standards of reasonable conduct.

BEING INVOLVED IN ANY OF THE FOLLOWING CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING SUSPENSION WITHOUT PAY OR IMMEDIATE TERMINATION:

- Submitting an invalid Work Authorization (I-9 form).
- Supplying false or misleading information to Walker's, including information provided on an application for employment, leave of absence or sick pay request.
- Not showing up for a shift without notifying your Supervisor or Manager on duty.
- Clocking another team member "in" or "out" on Walker's timekeeping system or having another team member clock you either "in" or "out."
- Leaving your job before the scheduled time without the prior permission of the Manager in Charge.
- Arrest for or conviction of a felony offense.
- Use of foul or abusive language.
- Disorderly or indecent conduct.
- Theft of guest, team member, or Company property including items found on Walker's premises.
- Theft, dishonest, or negligent mishandling of Walker's funds.

- The failure to follow cash handling or credit card processing procedures.
- Refusal to follow instructions.
- Engaging in harassment of any kind toward another team member or guest.
- Failure to consistently perform job responsibilities in a satisfactory manner.
- Use, distribution, or possession of legal or illegal drugs or alcohol on Walker's property or being under the influence of these substances when reporting to work or during work hours.
- Waste or destruction of Walker's property.
- Acts or threats of violence.
- Excessive tardiness or absenteeism.
- Habitual failure to punch in or out.
- Disclosing confidential Company or personnel information including policies, procedures, recipes, manuals, or any proprietary information to any third party.
- Rude or improper behavior with guests including the discussion of tips.
- Smoking or eating in unapproved areas or during unauthorized breaks.
- Failure to comply with Walker's hygiene standards.
- Failure to comply with Walker's uniform requirements.
- Failure to immediately report to management any safety hazards, equipment defects, accidents, or injuries.
- Other reasons that require disciplinary action but which are not listed here.

Performance Reviews/Evaluations

At least once a year, your Supervisor will review with you a written evaluation of your performance. If you are a new team member, your Supervisor may review your progress more often. You will receive a copy of your written evaluation. The original written evaluation will be forwarded to Human Resources and placed in your personnel file.

Guest Protection

Our commitment to quality also means that we take steps to protect our guests' health and safety. You must do your part by following all proper procedures relating to the storage, handling, and preparation of our food and beverage goods and the service of our products; working to ensure clean and sanitary conditions in all of our facilities; and by continually exploring ways to maintain and improve our quality standards and practices.

REPORTING ILLNESS

It is a Supervisor's or Manager's responsibility to prevent the spread of FOODBORNE ILLNESSES by:

*Teaching team members the importance of not working when ill.

**EXCLUDING* the team member from working in the restaurant based on the sudden onset of vomiting or diarrhea or a diagnosed FOODBORNE ILLNESS.

**RESTRICTING* a team member's duties based on symptoms of a FOODBORNE ILLNESS.

Your responsibility is to report to your Supervisor or Manager:

Symptoms of foodborne Illnesses:

- Diarrhea
- Fever
- Vomiting
- Jaundice (yellowing of the skin and eyes)
- Sore throat with fever
- Lesions containing pus that appear on the hand, wrist, or exposed areas of the arms or other body parts.

Illnesses may include:

- *E. coli O157:H7*
- *Campylobacter*
- *Hepatitis A*
- *Cryptosporidium*
- *Shigella*
- *Giardia*
- *Salmonella*
- *Staphylococcus*
- *Listeria*
- *Norovirus*
- *Other food or waterborne illness*

BASIC RULES

Keep your hands washed.

- Always wash your hands after using the restroom, smoking, touching your hair, eating, sneezing, or coughing. If you use latex gloves, change them frequently.

Sanitize everything.

- Besides clean hands, use sanitizing solution to constantly keep counters, cutting surfaces, and utensils clean. This helps keep food handling areas and preparation tools free of bacteria.

Store food correctly.

- Raw meat should always be stored below cooked or prepared food. Raw poultry is always placed on the bottom shelf of the walk-in.
- Keep chemicals and cleaning products away from food products.
- Avoid cross contamination by storing seafood and meats separately.
- Always follow First In First Out (FIFO) procedures when rotating products.
- Please be sure to notify a manager immediately if the health department appears at the restaurant for a routine inspection or any other inspection.

Safety Policy

Walker's Tap & Table is committed to providing all team members with a clean, safe, and healthy work environment. To achieve this goal, we must all recognize our shared responsibilities in maintaining a safe work environment. We each agree to follow all safety rules and practices, cooperate with officials who enforce those rules and practices, take necessary steps to protect ourselves, our guests, and other team members, and to immediately report any accidents, injuries, and unsafe practices or conditions.

ACCIDENT PREVENTION

If you see an unsafe situation or behavior, immediately report it to your Supervisor. Below are some examples of situations that must always be reported to your Supervisors:

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

If you have an accident that results in a personal injury, or if you witness an accident involving another team member or guest, even if it appears minor, report it to your Supervisor immediately. Adhere to the following guidelines to prevent an accident or injury:

- Report any condition or practice that appears unsafe to your supervisor immediately.
- Use authorized safety gloves when cleaning the slicer or using kitchen knives.
- Operate only equipment that you are trained and authorized to use.
- Do not block fire corridors or fire exit doors. Furniture, equipment, electrical cords, or trash bags may not be stored in front of exit doors.
- Familiarize yourself with the location of all fire extinguishers in our building.
- Approach stairwells and intersections carefully. Do not run in the building.
- Familiarize yourself with emergency evacuation procedures.
- Do not bring unauthorized visitors or children into our building.
- Immediately report injuries of any team member (including yourself) or guest to your Supervisor. Your Supervisor will assist in arranging for documentation and, if necessary, appropriate medical attention.
- 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. Walker's carries Workers' Compensation insurance and, if requested, will assist you in filing a claim for benefits.
- In case of an emergency, such as a fire or severe injury, immediately call 911.

Marketing Policy

Customarily, Walker's does not partner with outside services or vendors for any in-restaurant events. If we are approached to participate in an event or promotion with a third party (including but not limited to charitable organizations, community associations, or other businesses) where

we ask our guests to do something/buy something/listen to something/sign something, that event or promotion must have the approval of Walker's corporate office COO and Legal Department to advance.

Public Relations & Information Disclosure

All information disclosed outside of the Company (for example, to the media or general public) must be accurate, complete, and consistent. We all represent Walker's Tap & Table. If someone asks you for information pertaining to our business, please refer them to the Corporate Office. Inquiries about former or current team members, such as reference requests or employment verifications should also be referred to the Corporate Office. Do not attempt to answer these questions yourself. Be sure to advise your Supervisor about the request. If a member of the media, or someone else, appears unexpectedly at Walker's and asks to shoot a video, take photographs, or makes other inquiries, immediately notify your Supervisor. Do not discuss Walker's business with the individual. Your Supervisor will contact our VP of Marketing at the Corporate Office to ensure that the correct procedure is followed.

Video Surveillance

Walker's Tap & Table reserves the right to conduct video surveillance in its restaurants and parking lots. Team members are hereby notified that they could be under video surveillance in the working areas of the restaurant, public areas of the restaurant, and/or restaurant parking lots. It is the responsibility of the General Manager and Senior Management to view tapes on a periodic basis. The tapes are shared or released only if dictated by state or federal law. Video footage is not to be provided to anyone other than law enforcement or pursuant to a court order.

Confirmation of Receipt of Team Member Handbook

I acknowledge receipt of, and have read, Walker's Tap & Table's Team Member Handbook. I have been given adequate opportunity to ask questions and receive clarification regarding the policies and procedures set forth in the Team Member Handbook, and I understand its contents.

I understand that I am required to abide by and I agree to abide by the policies as set forth in the Handbook or as otherwise adopted or implemented by Walker's Tap & Table from time to time. I understand that there may be other policies or procedures in effect at Walker's Tap & Table from time to time that are not included in the Team Member Handbook, and I agree to also abide by those policies and procedures. If I am working in a supervisory or managerial position, I further agree to enforce all policies and procedures implemented by Walker's and I will provide to the HR department proper and timely written documentation of all infractions of these policies and procedures.

I understand that I have no contract of employment with Walker's Tap & Table for any definite period of time, either oral or written, and that either I or Walker's Tap & Table may terminate my employment at any time with or without cause or with or without notice. I understand that I am an "at-will" team member of Walker's Tap & Table and that no agent or team member of Walker's Tap & Table, other than the owner, has any authority to offer me an employment contract or to in any way alter the "at-will" relationship. I understand that neither the Handbook nor any provision therein constitutes an employment contract, an offer to enter into an employment contract or any part of an employment contract or confers any contractual rights.

I understand that Walker's Tap & Table may rescind, modify, change, or deviate from the Team Member Handbook or any of its policies or procedures at any time, with or without notice to me, and that any such rescission, modification, change, or deviation may become immediately effective regardless of whether or not the Team Member Handbook has been revised.

Team Member Name: _____

Team Member Signature: _____

Date: _____

Handbook Date: _____