

**COMPANY POLICY
HANDBOOK**

APRIL 2015

**NERANGIS MANAGEMENT CORPORATION
NERANGIS ENTERPRISES, INC.
NRV II, LLC
NL ENTERTAINMENT, LLC
HOMESTYLE HOSPITALITY, LLC
GT WINCHESTER, LLC**

ABOUT THIS HANDBOOK

This Handbook supersedes any previous verbal or written policies, statements, understandings or agreements concerning the terms and conditions of your employment. The Company reserves the right at its sole discretion to alter, change or terminate any of its policies, programs or guidelines, including the contents of this Handbook, at any time without prior notice. This Handbook (and other policies, programs, and manuals issued from time to time) does not constitute promises or establish contractual rights between the Company and its employees. The Company reserves the right to change any term or condition of employment of any employee without prior notice, consultation or agreement.

COMPANY BUSINESS POLICIES AND PRACTICES

It is the policy of the Company to conduct its business in compliance with applicable law and in conformity with the highest ethical and moral standards.

Policy guidelines in this manual have been established to govern the conduct of all employees of the Company, its subsidiaries, and its affiliates. No deviations from the policy guidelines are or will be permitted.

YOUR EMPLOYMENT IS AT WILL

The relationship that exists between the employer and each of its employees is “**at will.**” This means that an employee is free to terminate his/her employment at any time for any reason, with or without cause or notice. Similarly, the Company retains the right to terminate an individual’s employment at any time, for any reason, with or without cause or prior notice, at its sole discretion.

EQUAL OPPORTUNITY POLICY

The Company recognizes that progress in ensuring that opportunities exist for all our employees and prospective employees require more than policy statements alone. It requires positive, active participation and continuous attention and review. Each member of our management team at every location and level must continue to take every action necessary to make sure there are no barriers in the path of any employee seeking advancement in the Company, and must continue to make efforts to provide equal employment opportunities for all employees.

The Company will continue to assertively and proactively provide and ensure equal access to jobs, promotions, transfers, pay increases, training and development opportunities and all other aspects of employment to all classes and groups of individuals regardless of sex, race, color, religion, national origin, disability, veteran status, age or any other prohibited basis.

Accordingly, all Officers, Directors, Managers and Supervisors for the Company must accept their responsibility and accountability to continually review their efforts and speak and act in a way that makes our Company a model of diversity.

Discrimination Prohibited

The Company strongly believes that employees and applicants for employment should be treated fairly and without regard to race, color, sex, religion, national origin, age, disability, veteran status or any other prohibitive basis. This applies to all employment practices including recruiting, hiring, pay rates, training, and development, promotions and other terms and conditions of employment and termination. .

Sexual Harassment Prohibited

The Company prohibits sexual harassment of any employee. Sexual harassment is intimidating and constitutes an abuse of power; therefore, it is inconsistent with THE Company’s policies, practices and management philosophy. Sexual harassment is defined as “*unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.*”

Sexual harassment can take the following forms:

- Sexual conduct that interferes with another person’s work performance or creates an intimidating, hostile, or offensive work environment.
- Personal decisions (e.g., promotion, raises, scheduling) made by a supervisor or boss based on the employee’s submission to or rejection of sexual advances.
- Submitting to a sexual advance as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.

- Any other action, comment, or reaction construed as sexual in nature may also constitute sexual harassment.
- These rules apply to both sexes equally.

Retaliation Prohibited

The Company encourages employees to freely report incidents of discrimination or harassment without fear of reprisal. The Company prohibits retaliation against any employee who has made a complaint about harassment or discrimination or has cooperated in the investigation of such a complaint. Retaliation includes any employment decision or other conduct made with the intent to punish an employee for complaining about or assisting in the investigation of discrimination or harassment.

Zero Tolerance Policy

The Company has a ZERO TOLERANCE POLICY for unlawful discrimination, including harassment and sexual harassment. Employees who violate this policy will be disciplined up to and including termination.

Employee Recourse

Any employee who feels subjected to discrimination or harassment should immediately report it to their Manager, Supervisor or Owner. Such reports will be investigated thoroughly. If the report has merit, disciplinary action will be taken against the offender. Depending on the severity of the misconduct, the disciplinary action could range from a warning to termination.

Management's Responsibility

It is the responsibility of every employee to prevent discrimination and harassment. Management employees who witness or receive reports of discriminatory or harassing behavior are required to take appropriate action. Managers who fail to promptly act on reports of discriminatory or harassing behavior will be subject to disciplinary action.

Employee Treatment of Customers, Suppliers and Vendors

The Company's employees are prohibited from discriminating against or harassing customers, suppliers, and vendors, based on race, color, sex, religion, national origin, age, disability or any other unlawful reason, both in the course of work-related activities and at company-sponsored training or functions. Management employees who witness or receive reports of discriminatory or harassing behavior are required to take appropriate action, including immediately reporting such behavior to a store manager, management operations supervisor, or the Director of Operations for the franchise.

Any violation of this policy will lead to disciplinary action, up to and including termination.

This policy creates no contractual rights on the part on any person.

Be assured that the Company's Owners and senior management believe in the value of a diverse workforce, equal opportunity and a workplace free of discrimination and all forms of unlawful harassment because these values make good business sense and they are the right things to do.

Work Hours

Due to the nature of our business and the expectations of our customers, employees have weekly schedules that will vary. You may be required to work beyond your scheduled time of work due to business needs. Requests for time off should be made a minimum of two weeks prior to your requested day off.

Attendance

If any employee is unable to work a scheduled shift, they are required to provide adequate notice a minimum of 4 hours prior to the start of the work shift. Failure to provide adequate notice and/or repeated attendance issues may result in disciplinary action including termination.

Overtime

If your job is classified as "non-exempt" (including most hourly paid positions), you will be paid at the overtime pay rate for all hours, or fractions thereof, worked in excess of 40 hours in any given week. However, your direct supervisor must approve the overtime before you work it. If you believe your work schedule may result in overtime, it is your responsibility to report it in advance to your direct supervisor. For less than 40 hours worked in any given week, your standard wage rate will be paid.

Promotions and Transfers

All personnel promotions and transfers must be submitted by the Store Supervisor for approval. Once approved, the Store Manager will notify the employee. A meeting will be set up with the Supervisor(s) to discuss the change.

An employee who refuses to accept any promotion or transfer may be demoted or terminated.

Promotions will be based on employee performance, not any other factors including seniority.

PAYROLL INFORMATION

The Company pay periods are for two-week periods. Likewise, pay days are every two weeks. Please see your manager for the beginning and ending pay period days and pay days.

EMPLOYEE BENEFITS

Health Insurance (Opt-In)

The Company will offer to pay a percentage of “employee-only” health insurance premiums for all employees who qualify for health insurance coverage based upon guidelines set forth within the Affordable Care Act. Each employee will be notified if/when they become eligible to participate in the company’s health insurance plan, based upon plan eligibility requirements and guidelines. If eligible employees opt to purchase health insurance, employee portion of the insurance premiums will be paid by the employee using payroll deductions.

Any incremental elective insurance benefits such as dental, vision care and supplemental life insurance will be paid 100% by the employee. Additionally, any elective insurance coverage for an employee’s spouse and or dependent(s) will be paid 100% by the employee.

The company reserves the right to amend the company matching portion of health insurance premiums at any time at its sole discretion.

The employee is responsible for his/her portion of the Insurance premium regardless of the number of hours worked during any pay period or during a leave of absence. Failure by the employee to pay his/her portion of the Insurance premium for more than 30 days will result in cancellation of the Insurance policy.

Family and Medical Leave

Pursuant to the federal *Family Medical Leave Act*, all employees of the Company are entitled to twelve (12) work weeks of leave, without pay, during any 12-month period, for one or more of the following reasons:

- To care for a newly born child.
- Placement of a child with the employee for adoption or foster care,
- Caring for a spouse, child or parent of the employee, if the spouse, child or parent has a serious health condition.
- A serious health condition that makes the employee unable to perform the functions of the employee’s position.

When the employee returns from leave, he or she will be restored to the position held when leave commenced, or to a position with equivalent pay and benefits.

During leave, group health plan coverage will continue under the same conditions as before leave commenced. **(The employee will be required to make his/her portion of the insurance payments during FMLA, as with any other leave of absence. Failure to provide the employee portion of the Insurance premium for more than 30 days will result in cancellation of the insurance policy.)** The employee retains all other benefits accrued before leave commenced, but the employee does not continue to accrue any hourly vacation benefits or other length of service benefits during leave.

If the leave is foreseeable, the employee must give their Supervisor written notice 30 days prior to the leave, if possible. If a 30-day notice cannot be given, the employee must give written notice as soon as they are aware that they will be requiring a leave of absence.

If the reason for a leave is a planned medical treatment the employee must make a reasonable effort to schedule treatment so as not to disrupt unduly our restaurant operations. If the reason for the leave is care for an ill spouse, child, or parent, or is due to the employee’s illness, the employee must provide written certification of the medical condition by the appropriate health care provider.

If you are receiving any paid medical leave and/or vacation, Family Medical Leave will accrue simultaneously, commencing on the first day of your absence.

Worker's Compensation Benefits

In the unlikely event you are injured on the job, our company provides protection against job-sustained injuries and loss of work through worker's compensation insurance. Medical, hospital, and surgical expenses for job-sustained injuries are covered under this policy. In order to receive any Worker's Compensation Benefits, the following criteria **MUST be met**:

- ***Must occur on Company property while the employee is working.***
- ***Must be immediately reported to a manager on duty.***
- ***The Manager on duty MUST fill out and submit Employer Accident Report Form to the management office.***
- ***Medical attention for on-the-job injuries must be administered by a medical provider specified by our workers comp insurance carrier.*** A list of approved providers is available at your location.
- ***The employee must return to work on the day specified by the company's approved medical provider.***

**OUR COMPANY WILL NOT PAY ANY EMERGENCY ROOM BILLS
UNLESS THE MANAGER ON DUTY SENDS THE EMPLOYEE TO THE
EMERGENCY ROOM AT THE TIME OF THE INJURY.**

Dress Code

Please see your Manager for the required dress code for your specific store location. All employees are required to a full uniform including dark slip-resistant shoes for health and safety reasons.

Personal Hygiene and Grooming

It is our company's policy to stress the highest standards possible in all phases of operations, including standards regarding cleanliness and neatness. Therefore, f

- All employees are required to maintain the highest standards relating to personal hygiene including regular bathing and use of deodorant, clean hands and fingernails, and not excessive use of cosmetics.
- Uniforms and clothing worn to work must be clean, in good repair, and free of wrinkles.

Drug & Alcohol Policy

Using drugs and/or alcohol may impair your ability to perform your job-related responsibilities in a safe and effective manner.

We expect our employees to embody the highest standards of professional conduct and responsibility in dealing with our customers, their fellow employees, and with products and equipment we use while conducting our business.

While working or conducting any company business, or operating any vehicle for company purpose, either on or off company premises, **YOU MAY NOT USE, SELL, BUY, PURCHASE, TRANSFER, POSSESS, INGEST, OR HAVE PRESENT IN YOUR BODY, either ALCOHOL, or ANY ILLEGAL DRUG, or ANY LEGALLY CONTROLLED SUBSTANCE WHICH IS NOT PRESCRIBED SPECIFICALLY TO YOU.**

Violations of this policy will result in disciplinary action, up to and including termination and prosecution.

You are not prohibited from taking any prescription medication used in a lawful manner (i.e., the medicine must be prescribed specifically to you by a medical professional), nor are you prohibited from taking non-prescription medication while you are on the clock or on Company time. If your condition warrants the use of a controlled substance prescribed specifically to you for an acute illness or injury, please strongly consider calling out sick for safety reasons (using the established call-out procedures).

Telephone and Cellphone Usage

The telephone in the restaurant is to be used for business purposes only. No personal calls are to be made or received from this phone. Calls for transportation and emergencies will be allowed only when approved by a manager. No collect calls will be accepted. No long-distance calls will be made, except as determined by the manager to be necessary for business purposes. Unauthorized calls charged to the business will be collected from the person who made the call. Violation of this policy will result in disciplinary action, up to and including termination.

Use of any employee's personal cell phone for personal matters while on the clock or on Company time is prohibited. This includes, but not limited to, personal cellphone calls; sending or receiving personal text messages; sending or reading personal email; using the cellphone as a personal walkie-talkie; or using the cellphone to surf the Internet and/or view social media. Violations of this of this policy will result in disciplinary action, up to and including termination.

Smoking

There shall be no smoking by any employee of the Company in any area except those designated for smoking. Employees are not allowed to smoke while on the clock. Smoking is never permitted for employees while in contact with, or in view of customers or the general public during a work shift. This applies to all employees of the Company.

Examples of Misconduct and Disciplinary Actions

The following are examples of violations that may result in immediate termination of employment:

- Disorderly conduct on company property
- Immoral conduct or indecency
- Abusive language or profanity to superior, another employee or customer
- Acts of dishonesty such as giving away or deliberate mishandling of company property
- Possession of, use of, or distribution of any alcoholic beverage, controlled substance not accompanied by a legal prescription, or any illegal drug
- Possession of any weapon.

In addition to the above, if any infraction of company rules is deemed to be of such magnitude or severity as to bring discredit or shame to our company, or anyone connected with it, immediate dismissal may occur at the sole discretion of the management staff.

Termination of Employment

If your employment with the Company is terminated for any reason, you will forfeit any and all vacation time and other benefits.

LOCAL STORE MARKETING

Charitable Donations and Company Sponsorships

All requests for sponsorships, or donation of food and or other store items must be directed to the corporate management office for consideration and or approval.

The company does not provide cash or monetary donations; therefore, all requests for monetary donations are to be immediately declined. Do not redirect monetary requests to the management office.

SOLICITATION

No organization, individual, or employee may use the Company's property to make direct requests or solicitations for cash which are not directly related to the Company's core business.

Uses of Company property which are intended to benefit charitable causes, wherein cash is not directly requested or solicited from our employees or customers, require prior approval by an Operations Supervisor.

Requests or appeals for event participation, group membership, collection of non-cash donations, or any other activity which may be construed as solicitation at the Company's discretion, require prior approval by an Operations Supervisor.

ACKNOWLEDGEMENT

I have received, completely read, and fully understand all policies, procedures, and employment guidelines explained in this handbook, revised April 2015.

I understand that this *Handbook* supersedes any previous verbal or written policies, statements, understandings, or agreements concerning the terms and conditions of my employment.

I understand that the employment relationship which exists between the Company and each of its employees is “at will”; which means that any employee is free to terminate their employment at any time for any reason, with or without cause or prior notice. The Company similarly retains the right to terminate an individual’s employment at any time, for any reason, with or without cause or prior notice, at its sole discretion.