

Guidelines for Addicted Employees

- All hours will be added up at the end of the day on the 15th and the last day of the month. Your paycheck will be delivered on the 5th & 20th, unless it falls on the weekend or holiday. In that case it will be delivered on Monday
- Fill your timecard out during every shift. Write down the exact time you arrive and the exact time you leave. It should take no longer than 15 minutes after closing to complete the closing task so you will only be paid for staying 15 minutes after closing (exception on your first 3 weeks of employment).
- During the Washington State Mandated Mask order you must wear a mask whenever you are within 6 feet of anybody (co-workers & or Customers)
- If you arrive late for a shift you are subject to removal of future shifts or your shift for that day may be given away.
- If you are late to your shift you are to tell your manager, and boss. Being untruthful to the time you arrive, can lead to possible termination or loss of shifts.
- Never close a stand early without permission.
- If you need a future day off for any reason. Please tell Taneal as soon as you know the dates. You are not guaranteed the day off. Always check the schedule online.
- Once you are put on the schedule to work a shift or if it would be your regular shift, it is your responsibility to make sure that shift is covered. If you can't find anybody to work a shift that you are scheduled for then you must work it unless you have a doctor's note. You must give at least a 60 minute warning before calling out. Always inform the location manager of any shift changes. Before texting other baristas to cover a shift you must contact your stand manager first. If they are not responding and you need an immediate shift coverage then you may text around. Do not prearrange shift changes before talking to your managers.
- You are required to do an entire inventory count. (page sheet located in stand, or on Google docs) Do not just do the items you sell the most, Go through every item on the sheet. If you have questions, ask your managers.
- You are required to do inventory if you work 4+ hours. If we run out of an item that you did not put on inventory, you will receive a write up. 3 inventory write-ups will be subject to a shift removal.
- Every shift you are to follow the stand chore list.
- Always be consistent, friendly, and positive to customers.
- Always be positive in the work environment and talk kindly about fellow employees.
- Do not text or talk on the phone if customers are present.
- No friends allowed in the stand.
- Only close down the stand to go to the bathroom. You may not leave for food. Bring your food with you to work.
- Do not give away any free drinks to friends or family.
- Employees who come in off shift get their drink for \$2 (max 1 can of red bull in drink. Excludes. all 32oz. drinks).
- When working, you are allowed one free drink every 4 hours (excludes 32 oz.)
- Every shift you are to send your sales total to Taneal, and your manager.

- If a manager/owner asks you to train a new hire you are to do so accordingly.
- You are to follow dress code policy.
- Any information regarding Addicted Espresso (stand sales, alarm codes, door codes, employees personal information, etc.) is to be kept confidential. Result in releasing any of this information can lead to termination or loss of shifts. This is for the stand's safety and employees.
- Addicted espresso will not tolerate any type of theft; fraudulent time cards, money, information, product, or any item that belongs to the company, or employee. This could result in immediate termination.
- Addicted Espresso employees will NOT talk about or conduct any drug activity when they are on the clock, or on the premises of the business. Not following this policy will lead to immediate termination, or loss of shifts.
- You will be paid for training if you complete 20 hours of working for Addicted after your training has been completed. You will not be paid for training if you leave Addicted before completing 20 hours of post training work.
- You are under voice and video surveillance.
 - To be mindful we require texting hours that apply for all non emergency text. 8AM-8PM are appropriate hours for employees and 6AM-8PM are appropriate texting hours for managers.

I have read the following guidelines and understand my obligation as an employee at Addicted Espresso LLC. I understand that I am subject to shift removal or job removal if I do not meet the following guidelines.

Name: _____

Date: _____

Signature: _____