

Memos

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Social Media Policy

Social Media Policy from Paradise Pizza Handbook

The Company recognizes that employees will use social media and other cyber communications as a growing way to connect with others. As an initial point, the same principles and guidelines that apply to your activities as an employee in general, as found throughout the Handbook and your job description, apply to your activities online. This includes any form of electronic communication, including but not limited to online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, LinkedIn and social networks whether or not associated or affiliated with our company. The Company trusts and expects employees to exercise personal responsibility whenever they participate in social media. This includes not violating the trust of those with whom they are engaging. We expect that employees utilizing social media will recognize and follow the guidelines included within this policy. You are solely responsible for what you post online. Any of your conduct that adversely affects members, customers, clients, suppliers, employees or our business interests will result in disciplinary action, up to and including termination.

Please abide by the following expectations:

- (1) Always consider the power of your comments and contemplate the impact of your post on your reputation and that of the company before you publish it.
- (2) Respect all confidential and proprietary information that you possess as a result of your relationship with the company. Secure written permission to publish or report on conversations that are meant to be private or internal to the company. Examples of confidential information include, but are not limited to, client/customer information, confidential academic information, proprietary data, development of systems, products, processes and/or technology, internal policies and memorandums, and all proposed and executed organizational strategies. Do not post internal reports, policies, procedures or other internal business-related communications.
- (3) When disagreeing with others opinions, be appropriate and professional in doing so when posting such disagreement on social media sites.
- (4) When posting about your work at the company, use your real name, identify that you work for the company and the position that you hold. Be aware of your association with the company in online social networks. If you identify yourself as an employee of the company, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.

- (5) Anytime you publish content on an external website regarding anything to do with work you do or any subjects associated with the company, use the following disclaimer: "The postings on this site are my own and don't necessarily represent the company's positions, strategies or opinions."
- (6) Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.
- (7) Respect your audience. Don't use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
- (8) Employees are prohibited from posting any type of photograph of any company employee, client/customer, parent, family member, or volunteer on any and all social networking sites without the express written approval of the company.
- (9) Do not create a link from your blog, website or other social posting to a company website.
- (10) The Company respects its employees' interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects employees' right to discuss such concerns utilizing social media, it encourages any such concerns to be brought to the company's administration.
- (11) When the company wishes to communicate publicly as a company - whether to the community or to the general public - it has well established means to do so. Only those officially designated by the company have the authorization to speak on behalf of the company.
- (12) Refrain from using social media while on work time or on equipment we provide, unless it is work related and authorized by your manager and consistent with the company's equipment policy.
- (13) Do not use your company email address to register on social networks, blogs or other online tools utilized for personal use.
- (14) Vulgar, obscene, threatening, intimidating, harassing, discriminatory, or unlawful behaviors on social media sites may result in an employee's immediate termination.

I have read and understand the above Social Media Policy from Paradise Pizza Handbook

Break Policy

Paradise Pizza - Break Policy

Employees are entitled to take a paid five minute break to ensure their well-being and productivity. At this establishment, employees are granted a break every four hours, aligning with the store's operational needs. It is important to note that smoking is strictly prohibited while in uniform or in the presence of customers. Engaging in such behavior can result in immediate termination of employment.

Before taking a break, employees must seek approval from the manager on duty. This is to ensure that there is adequate coverage and that business operations are not disrupted. The manager holds the responsibility to assess the store's needs and sales performance, and based on these factors, they have the discretion to set break schedules accordingly.

It is crucial for employees to respect the break policy and adhere to the guidelines set forth by the management. Taking unauthorized breaks or abusing the break privilege can lead to disciplinary action. By following these regulations, employees can maintain a professional and productive work environment, ensuring the smooth operation of the store and a positive customer experience.

This policy has no impact on the underage break policy which has not changed from requiring a 30 minute uninterrupted unpaid break every 4 hours.

GM Food Transfer Mileage Policy

GM Food Transfer Mileage Policy

Effective June 19, 2024, General Managers will be reimbursed for mileage expenses incurred while conducting product transactions with other stores. This policy is implemented to facilitate the smooth exchange of goods between stores and to ensure that inventory levels are accurate and up to date.

The Store Food Transfer Verification Log form must be used for each product transaction. This form serves as a record of the transaction and must include the following information:

- Date of the transaction
- Store locations involved in the transaction
- Product(s) involved in the transaction
- Quantity of each product exchanged
- Signature of the Manager completing the transaction

Failure to complete and submit the Store Food Transfer Verification Log form and mileage for each product transaction within 24 hours of the transaction will result in formal disciplinary action. This policy is in place to ensure the accuracy of inventory records, monitor the volume of products bought and sold, and facilitate the efficient movement of products between stores.

General Managers are responsible for ensuring that they and their teams comply with this policy. By following these procedures, we can maintain accurate inventory records, monitor product movement, and ensure a smooth and efficient product exchange process between stores.

Reminder that only GM, AGM(-r) and SGM are allowed to pick up product.

Cell Phone and Portable Devices Policy

Paradise Pizza - Cell Phone / Portable Devices Policy.

In a professional environment, maintaining a decorum of respect and productivity is paramount. As such, employees of our service-based company must adhere to certain guidelines regarding their personal cell phone usage and electronic device usage during work hours.

1. **Cell Phone Usage:**

- Employees must refrain from excessive personal cell phone usage during working hours.
- Personal calls should be kept to a minimum and only taken during emergencies or breaks.
- Employees should not engage in non-work-related activities such as texting, surfing the internet, or playing games on their cell phones while on the job.

2. **Portable Gaming Devices and Tablets:**

- The use of portable gaming devices, including handheld consoles, tablets, and e-readers, is strictly prohibited behind the counter or in customer-facing areas.
- These devices can be distracting and create a unprofessional image for the company.

3. **Consequences of Violation:**

- Violation of these policies will not be tolerated and can result in disciplinary action.
- Depending on the severity and frequency of the violations, disciplinary actions may include verbal warnings, written reprimands, suspension, or, in extreme cases, termination of employment.

By adhering to these guidelines, employees can create a positive and productive work environment, maintain professionalism, and ensure the smooth operation of our company.

Two-Strike System for Disqualification of Driving Privileges

Paradise Pizza

In our slice of Paradise, we strive to exceed the expectations of our customers, and guide teams to surpass their expectations of themselves.

Subject: Two-Strike System for Disqualification of Driving Privileges

To: Delivery Drivers and Management

Date: 9-21-24

This memo serves to inform all delivery drivers of the implementation of a two-strike system for disqualification from driving duties. This system aims to ensure the safety of our customers, employees, and the general public by addressing unsafe or aggressive driving behaviors.

Effective immediately, any delivery driver who receives two complaints within a thirty-day period for unsafe or aggressive driving will be subject to immediate disqualification from driving duties. Such complaints may include, but are not limited to, violations such as speeding, reckless driving, failure to yield, improper lane changes, and any other actions deemed to be unsafe or aggressive.

Upon disqualification, the driver will be taken off the road for a minimum of thirty days. During this period, the driver will be assigned to work inside the store, as needed by the store's operational requirements. This reassignment is intended to provide the driver with an opportunity to reflect on their driving behavior and to receive additional training, if necessary.

The two-strike system is a necessary measure to promote safe driving practices and to ensure the well-being of all parties involved. Drivers are expected to adhere to the highest standards of safety and professionalism while delivering for the company. Any violations of this policy will be taken seriously and may result in further disciplinary action, up to and including termination of employment. Repeated violations from specific stores will result in a Drivosity or similar tracking system being implemented at that store. This will be reviewed on a store by store basis.

All drivers will be required to sign off on receipt and understanding of this new policy on Zenput by 9-29-24. If you have any questions or concerns regarding this policy, please do not hesitate to contact your GM.

Thank you for your cooperation in maintaining a safe and responsible driving environment.

Local Specials

LOCAL COUPONS TO OFFER

Coupon Code	Description	Price	3882 Price
5152	Lg up to 5 Toppings Carryout Only	\$13.99	\$15.99
9003	2 Large 1 Top Pizzas & 2 Liter Coke	\$23.99	\$25.99
3030	1 Medium 3 topping Pizza	\$12.99	\$14.99
9167	2 or More: Md 3Top @ 10.99 each	\$10.99	\$12.99

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90 day Closing Driver Contract

See attached.

Bad Order Policy



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Bad Order Policy

Each Bad Order must be accounted for on Zenput using the Bad Order Log form. This ensures that you have the information needed when an audit occurs at your store. The manager in charge each shift is responsible for making sure all bad orders are tracked daily. Failure to do so can lead to disciplinary action.