

Uniform Standards

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Starting New Hires Policy

Paradise Pizza - Starting New Hires Policy

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Applicants hired by store management must be approved to work by the Recruiter. This includes, but is not limited to, new hires completing all necessary sign offs, and attending an Orientation scheduled and held by the Recruiter or an approved Trainer.

Applicants attending Orientation will not affect any store's labor, and they will get compensated for their time separately.

New hires starting outright in their intended store for their first day will not affect the store's labor for the first 2 hours. This will be determined by the Recruiter on a case to case basis.

Once an Applicant has completed Orientation and is ready to start, the store's GM/AGM has 24hrs from notice via Google Chat to decide the new hire's start date and time not to exceed 7 days from Orientation day, unless requested by the applicant.

The following criteria must be met for the new hire's first shift:

- GM/AGM must be on shift for the entire duration of the new hire's first shift.
- GM/AGM must be training new hires directly. Example, AGM driving shifts won't give adequate training to new hires working inside.
- Delivery Experts must start with inside training for minimum 2 hrs before going on their first solo delivery, NOT including the minimum of one ride along with an experienced Delivery Expert/GM/AGM.
- We do not start new hires on Friday's.
- We do not start multiple new hires on the same day.
- Rehires may be started under different conditions, determined by the Recruiter on a case to case basis.

Store management will be given 24 hours to decide a new hire's start date and time. They will be notified via Google Chat.

If store management exceeds the allocated 24 hours, the Recruiter will decide the new hire's start date and time. Depending on the staffing situation, or circumstances with a new hire, the Recruiter may decide the start date and time for the store initially, and would notify store management via Google Chat chat. If a determined start date and time conflicts with scheduled business in some way, store management can communicate with the Recruiter through group Google Chat.

At the end of a new hire's first shift, the GM/AGM must complete the Zenput form titled "NEO - New Hire Schedule". It will require the new employee's next 3 shifts to be determined, documented, and signed by the GM/AGM and the new employee. This is regardless of any changes to a new week's store schedule. This MUST be filled out with the new employee, NOT after they leave on their first day. The new employee and Recruiter will receive a copy of this via email upon submission. Failure to do so will result in disciplinary action leading up to loss of bonus or termination.

If store management would like to handle the hiring/rehiring of an applicant, they must notify the Recruiter when they reach out to the applicant initially, to avoid confusing applicants with redundant communication.

Before submitting the CBC, the store management MUST:

- Conduct the vehicle inspection

(if DE)

- Administer the drug test
- Certify the applicant's I-9
- Email the driver items to kellie@uptonsins.com
 - CC christopher@paradisepizza.org and jonathan@paradisepizza.org

Store management must complete the new Zenput form "NEO - Store Hiring", the same day as the CBC is submitted.

The Recruiter will handle the applicant from that point on, to include:

- Scheduling and conducting the Orientation
- Administering the initial uniform
- Putting the new hire into Pulse
- Converting them to an employee in Allpay.
- Communicating between the store and new hire regarding scheduling the first shift.

If any applicants reach out to the store regarding hiring, please give them my business card / email, christopher@paradisepizza.org. (All stores will receive business cards for the recruiter / trainer)

This process will evolve over time, and adjustments will be made. Additional sign offs may be required.

Signatures #3116, #3176, #3802, #3882, #5161, #5166, #8604

Perfect Image Poster



Hair well kept
If hair touches collar than it must be pulled up

No more than 2 ear rings in each ear
Gauges & hoops less than 3/4"

White or black undershirt

Clean shirt

Black belt

Clean fingernails
Fingernails must be less than 1/4" long

Closed toe shoes
with non-slip soles

Clean hat

Face Piercings
1 facial piercing is allowed; either the eyebrow OR nose OR lip. No implants or septum rings.

Well Groomed
Facial hair must be maintained & less than 1" long

Approved Jackets
A plain black or white shirt, hoodie, or jacket can be worn under the uniform shirt

Roll up sleeves if wearing apron
apron should be worn anytime TM is handling food, but never outside

No bracelets are allowed
may wear watch if not handling food

Clean permanent pressed black pants
No yoga or faded pants. Must have at least a 6" inseam

Must wear socks

PERFECT IMAGE

The Spirit of Perfect Image is store personnel who are smiling and meeting apparel and appearance standards in the store and at the door, preparing and delivering great meals to customers.



HYGIENE

- A. Due to the working conditions in the store, personal cleanliness is of primary importance. Store personnel and their apparel must be clean and proper precautions must be taken to ensure that body odor is kept at a minimum. Store personnel must use perfumes and lotions with restraint. Store personnel preparing food products should not wear lotions, creams, oils, etc., on their hands.
- B. Store personnel must wash and sanitize (if required by local jurisdiction) hands upon arrival at work, when changing tasks, before returning to food preparation, after eating, drinking, or smoking (including vaping), after using the restroom, after handling money, and after dishwashing or other cleaning tasks.
- C. Hands must be properly washed using the following technique: use the liquid or foam hand soap with warm water and lather well, scrub hands and arms up the forearms and in between fingers for at least 20 seconds, rinse hands and arms thoroughly, properly dry hands using single-use clean paper towel.
- D. An automatic hand dryer may be used in place of, or in addition to, single-use paper towels. If an automatic hand dryer is used, it must be placed a minimum of 2 (60.1 cm) away from a food surface or open food products. Placing the hand dryer on the side of a sink furthest from the make-line is sufficient.
- E. When using hand sanitizer, store personnel must first wash and dry hands according to the hand washing procedures. Then, hand sanitizer can be applied all over hands and must completely absorb into skin. Hand sanitizer is not to be used as a replacement for hand washing.
- F. Fingernails must be neatly trimmed, clean, and not extend $\frac{1}{4}$ (1.6 cm) or more beyond the end of the fingertips. Nail polish and false fingernails are not permitted unless food grade gloves are worn.
- G. Store personnel must exercise reasonable personal hygiene so that exposed parts of the body (face, neck, arms, and hands) do not constitute a threat to exposed food products.
- H. Store personnel must keep hands and fingers out of mouths, noses, hair, and other body parts while working. If these areas are touched, store personnel must immediately wash their hands before proceeding with any work tasks or touching work surfaces or food prep.
- I. Store personnel with respiratory infections, infected sores or wounds, or open cuts or abrasions are not permitted to handle food products. Any open sore must be covered with a waterproof dressing (colored preferably) and disposable gloves where possible.

HAIR

- A. Hair must be secured under a hat or be suitably restrained, such as with a hairnet or rubber band. Restrained hair that is not tucked under a hat must be restrained behind and off the shoulders. Visible dyed hair color must be permanent or semi-permanent; temporary sprays, glitter, chalks, or similar products that might flake, peel, or break off of the hair on food or food contact surfaces are not permitted.
- B. Hair should be worn in a manner that is appropriate for working at the store.

FACIAL HAIR

- A. Store personnel are permitted to maintain facial hair up to 1" (2.5 cm) in length that is clean and neatly trimmed. Store personnel must appear neatly groomed.
- B. Store personnel may be required to wear a beard net or beard snood while preparing food products.

BODY MODIFICATION OR ALTERATION

- A. Store personnel must make every reasonable effort to cover visible intentional body modification or alteration undertaken for the purpose of achieving a physical effect that disfigures, deforms, or detracts from a professional image. Examples include, but are not limited to, decorative skin implants, unnatural contact lens colors, brands or scarification, tongue splitting, and decorative tooth filing, plating, or engraving. Body modification or alteration resulting from traditional elective medical procedures (such as teeth straightening, hair replacement, cosmetic plastic surgery, gender transition surgery, etc.) is not included.
- B. Intentional body modification or alteration should not be on the face, neck, or hands, as these areas cannot be covered with apparel.

TATTOOS

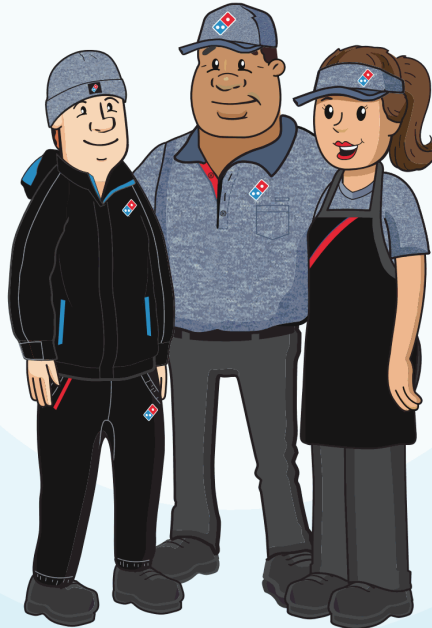
Visible tattoos must not contain any images or words that are offensive in nature, including nudity, profanity, or any offensive references to race, national origin, religion, gender, age, or any other characteristic protected by law. Tattoos on the face are not allowed.

APPAREL & APPEARANCE

Exceptions to these standards may be approved and granted by the franchise organization as an accommodation based on religious, cultural, medical, or other reasons required by applicable law. Health standards are governed by federal, state, county, and city governments and store personnel must adhere to any applicable law, and requirements in excess of the standards.

APPAREL

- A. Approved Domino's logo apparel may be discontinued and new approved apparel added from time to time.
- B. Store personnel must only wear apparel with the Domino's logo while working or while going directly to and from work at the store.
- C. Store personnel must not enter any quick service restaurant establishment of a direct competitor while wearing apparel with the Domino's logo except while making a delivery for the store.
- D. Franchisees must determine if their store personnel are standardized in a single apparel style or if they allow a variety of apparel styles within their store. However, individual store personnel should not mix different apparel styles (for example, a 2021 Domino's shirt must be worn with a 2021 logo hat and a legacy Domino's logo shirt approved for use between 2013 and 2020 must be worn with a legacy logo hat). Franchisees may also seek a variance for use of their own apparel style, including shirts.



HATS, VISORS & GLOVES

- A. Store personnel must wear a Domino's-approved baseball style hat or visor worn forward while working.
 - 1. Store personnel wearing a visor while preparing food products may be required to wear a hairnet.
 - 2. A hat or visor is not required to be worn during meetings or classroom training sessions.
 - 3. If a Domino's logo manager shirt is worn, a logo manager hat must be worn.
- B. Domino's-approved knit hats may be worn by store personnel during cold weather.
- C. A hairnet or du-rag may be worn under a hat. The du-rag must be solid black, have no visible markings, patterns or logos, and cannot have a tie that extends below the neck.
- D. Any gloves that are worn must be of a solid color and must be in good condition.

SHIRTS

- A. Domino's-approved shirts that are properly fitted and in good condition must be worn.
- B. Shirts may be worn tucked into the waistband or untucked.
- C. Women's style shirts for store personnel must be offered.
- D. Approved shirt options for store personnel include:
 - 1. The management polo, store personnel polo and crewneck.
 - 2. Approved special promotional shirts until otherwise specified.
- E. Any undershirt visible under the logo shirt must be plain white or black. An approved crewneck shirt may also be worn under any logo shirt. The undershirt must be tucked into the waistband.
- F. If long sleeves are worn while on the make-line, the sleeves should be rolled or folded up to the elbow.

PANTS, SHORTS, SKIRTS, CAPRIS & BELTS

- A. Pants, shorts, skirts, cargos, and capris must be black and may be of a permanent press or cotton-type material or other similar material and in good condition. Black jean pants in good condition without rips, tears, patches, distressing, or embellishments are permitted. Approved Domino's logo joggers are also permitted. Corduroy, stretch, yoga, spandex, lycra, or sweat pant material are not permitted. Jean shorts are not permitted.
- B. Shorts should have a minimum inseam of 6" (15.2 cm) and be no longer than 2" (5 cm) below the knee. Skirts should be no shorter than 2" (5 cm) above the knee.
- C. The waistband of pants, shorts, skirts, and capris must sit at the natural waistline.
- D. Store personnel wearing pants, shorts, skirts, or capris with belt loops must wear a plain black belt if the shirt is tucked into the waistband. Suspenders are not permitted.

APRONS & JACKETS

- A. Store personnel involved in preparing or handling food products (including prepping and unpackaging ingredients and making, cutting, and boxing food products) must wear an approved uniform apron provided by the company that is clean, worn full-length, and tied. Aprons may not be worn outside the store.
- B. Only approved Domino's logo jackets may be worn.

SHOES & SOCKS

- A. Shoes must cover the entire foot, be in good condition, and have non-slip soles (franchise store minimum requirement) or slip resistant soles. Any laces must be tied.
- B. Socks or hose must be worn and shoes displaying toes or the shapes of toes are not permitted.

NAMETAGS & PINS

- A. Any nametags and pins that are worn must be located on the right side of the shirt, vest, jacket, or apron.
- B. Nametags must not have fictitious or humorous names and the name must be printed or engraved on the nametag rather than handwritten.

JEWELRY

- A. Non-food preparation store personnel are permitted to wear: stud or hoop earrings under $\frac{3}{4}$ " (1.9 cm) (limit of two earrings per ear), an inexpensive or DPL incentive watch, a simple necklace, a medical alert necklace, and a wedding ring.
- B. Food preparation store personnel are permitted to wear: stud or hoop earrings under $\frac{3}{4}$ " (1.9 cm) (limit of two earrings per ear), a simple necklace, a medical alert necklace, and a wedding ring.
- C. Plain ear grommets or gauges not exceeding $\frac{3}{4}$ " (1.9 cm) and a small plain nose, lip, or eyebrow stud or ring are allowed. Septum piercings are not allowed.

NOTE: For all standards, please reference the Operating Standards on PieNet.

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