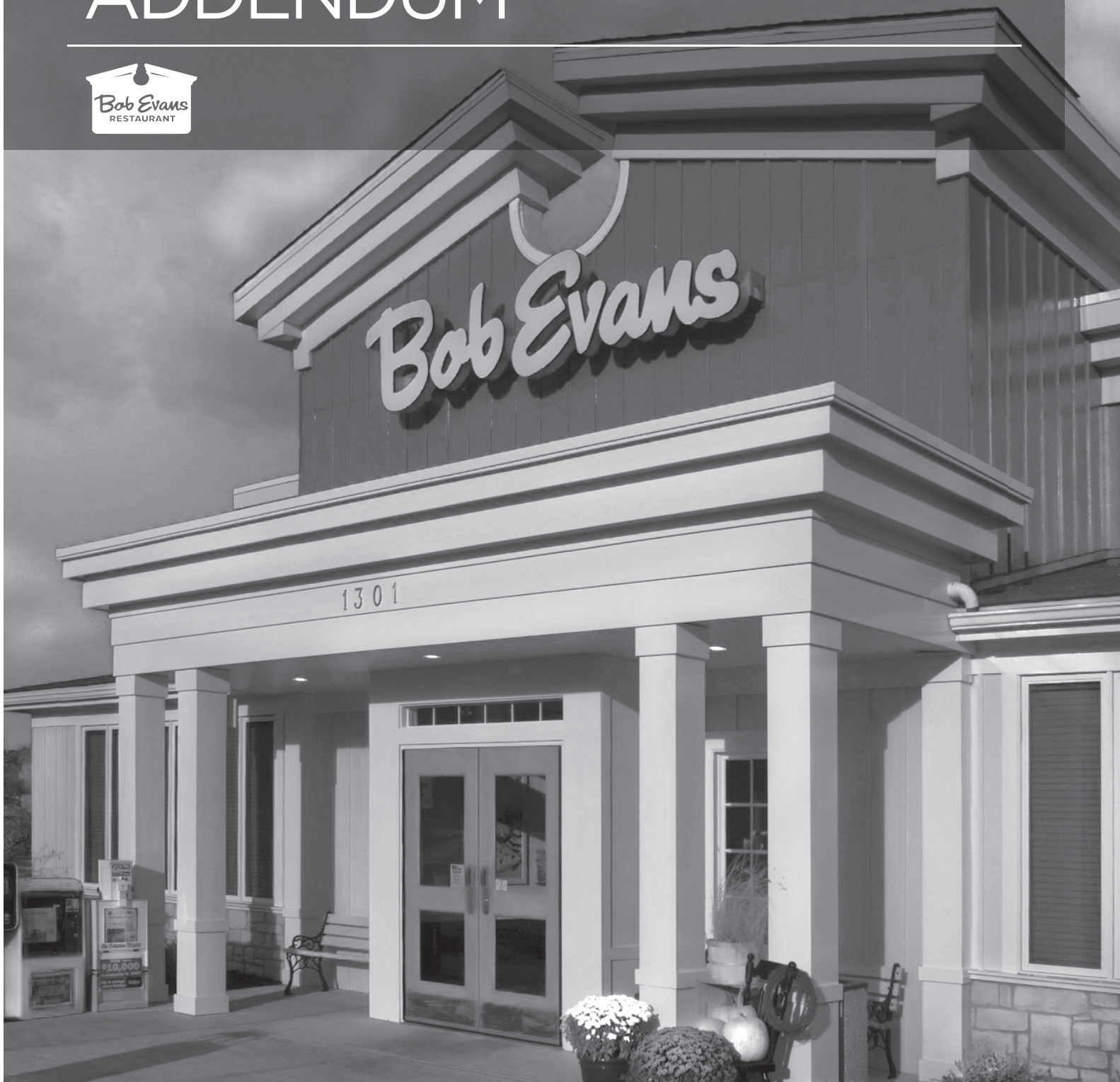


# BOB EVANS RESTAURANT EMPLOYEE HANDBOOK ADDENDUM



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# SECTION A: WELCOME TO BOB EVANS RESTAURANTS

## *Restaurant Addendum to the Bob Evans Farms Employee Handbook*

This addendum to the Bob Evans Farms Employee Handbook is provided as supplemental information for Bob Evans Restaurants' supervisors and employees.

The Bob Evans Farms Employee Handbook and this addendum contain important additional information regarding your employment, pay, and benefits, as well as company rules, regulations, policies, and our expectations of you as a representative of Bob Evans Farms.

This addendum and the Bob Evans Farms Employee Handbook contain information applicable to restaurant supervisors and employees. Please read through both entirely. Should you have additional questions, which are unanswered by this addendum and the Bob Evans Farms Handbook, please discuss with your General Manager, Above Restaurant Leader (ARL) or Region Leader. Human Resources is also available to answer any questions you may have.

At its sole discretion, Bob Evans Farms, LLC reserves the right to expand, modify, or eliminate content in this addendum at any time. If and when changes are made, the Company will make every attempt to notify supervisors and employees in a timely manner.

This addendum is not to be construed as an employment contract of any kind. Statements contained herein are intended to offer guidance, but do not modify the terms of employment.



## SECTION B: YOUR EMPLOYMENT

### *Work Schedules – Hourly Employees*

While we understand how important your schedule is to you, the number of employees scheduled and the amount of hours scheduled each week is based upon a number of factors, including our anticipated business and personnel needs. Each week's schedule will not necessarily be identical to the prior week. In addition, scheduled shifts or hours may have to be altered to accommodate business needs. This could mean that you may be asked to work more or less hours during your shift than initially scheduled.

*Note: All employees should notify a supervisor prior to clocking out at the end of each scheduled shift.*

Due to the nature of our business, Bob Evans cannot guarantee any employee a set working schedule or a guaranteed number of hours, regardless of length of service.

The hours you work will be determined by a variety of factors including:

- Your classification (i.e., Specialist or Non-Specialist)
- Your availability
- The hours which make up "peak" periods
- Your job performance
- Business volume

It is your responsibility to read and comply with the posted schedule. Mandatory employee meetings and training sessions are considered a scheduled shift. Attendance is required at such meetings unless an exception is granted by your supervisor.

Any conflicts that are discovered after a schedule has been posted should be brought to your supervisor's attention immediately. Supervisor approval must be granted prior to switching or changing schedules with another employee.



## Work Schedules – Managers

The Bob Evans Restaurant Management workweek is a flexible schedule written by the General Manager and approved by the ARL. It is the General Manager's responsibility to ensure that your restaurant has adequate management staffing for each day. Schedules must be written so that General Managers allow themselves optimum time to develop managers and employees.

When used properly, flexible scheduling allows managers to make personal plans and gives them the opportunity to enjoy time away from work that best fits their individual needs.

The number of scheduled hours per week will be determined by the individual circumstances of each restaurant.

- An “**OPEN**” schedule begins 30 minutes prior to the restaurant opening and is normally a 9- to 10-hour schedule.
- A “**CLOSE**” schedule starts 7 ½ to 8 ½ hours before the restaurant closes and is normally a 10-hour schedule.
- A “**SWING**” schedule can be early or late and is normally a 10-hour schedule.

A more detailed explanation of the Management Work Schedule can be found in the Operations Manual.

## SECTION C: YOUR PAY & BENEFITS

### Pay Procedure

Managers are paid bi-weekly. A manager's check or direct deposit voucher will be delivered directly to the restaurant at which the manager is assigned.

Hourly employees are paid weekly. If an hourly employee receives a paper check, the check will be delivered to the employees assigned restaurant. If an hourly employee is paid electronically, then all wages owed will be available in the employee's bank account or pay card on the scheduled payday. Exceptions will occur if a federal holiday falls on payday when this occurs, funds will be available on the next banking day. All changes in your pay will take place the first day of the next pay period. Your restaurant has a current pay schedule available.



## Paid Time Off – Managers

Any management person hired between May 1 and December 31 will be entitled to one (1) full week of paid time off beginning May 1 of the following year. Any management person hired in January, February, March, or April will be entitled to four (4) days paid time off beginning May 1. All other paid time off schedules remain the same. Paid time off is earned as of May 1 each year.

After one (1) full year of service, one (1) week of paid time off is awarded; after two (2) years, two (2) weeks; after eight (8) years, three (3) weeks; and after fifteen (15) years, four (4) weeks. For example, to determine the year in which you will be eligible for two (2) weeks of paid time off, add two (2) years to the year in which you were hired and, effective May 1 of that year, you will be eligible for two (2) weeks of paid time off.

Year 1	Year 2 - 7	Year 8 - 14	Year 15+
One (1) week paid time off	Two (2) weeks paid time off	Three (3) weeks paid time off	Four (4) weeks paid time off

Paid time off starts the first working day following your scheduled days off and must be taken as a full week. All paid time off must be scheduled through your supervisor, who must also approve any changes or exceptions to this policy. Scheduling of any paid time off is contingent upon the needs of the business.

*NOTE: Paid time off may not be accumulated; it must be taken by the end of the fiscal year ending in April. Any time remaining after April 30 will be lost and will not be “paid out.”*

### **Bereavement**

A Bereavement Leave of Absence may be granted as a result of an absence necessitated by death of an immediate family member or a near relative. You must notify your supervisor of the purpose of the absence as soon as possible, and prior to on the first day of such absence. Supporting documentation must be provided if requested by your supervisor.





### *Immediate Family Members*

Immediate family includes only your spouse, mother, father, brother, sister, son, or daughter. An absence shall be considered for the day before, the day of, and the day after the funeral, and approval is conditional on your attendance at the funeral.

All employees will be eligible for up to three (3) unpaid days off.

### *Near Relatives*

For the death of a near relative, defined as a grandparent, step-parent, mother-in-law, father-in-law, or stepchildren, you will be entitled to one day of leave.

All employees will be eligible for up to one (1) unpaid day off.

### *Holidays*

Our restaurants are closed on Christmas Day so all employees may spend the holiday with their families. All employees classified as Specialists will be paid seven (7) hours at their regular hourly rate (normally, applicable minimum wage less the tip credit). For employees classified as Specialists to receive holiday pay, they must work the scheduled day before and scheduled day after the holiday. Managers are responsible for adjusting time records to account for the holiday pay.

*NOTE: Employees not eligible for holiday pay include Non-specialists and Specialists on paid time off or a leave of absence.*

Our restaurants also have adjusted hours of operation on Thanksgiving Day, Christmas Eve, New Year's Eve, New Year's Day, and Easter.

### *Manager Meal Allowance*

As a manager, your meals are provided at the restaurant's expense while you are on duty. Managers must eat their meals at the restaurant while on duty. Ensure you are mindful of the business needs prior to and during your meal. Off duty managers and all other Company management and their guests are expected to pay for their own meals.



## Restaurant Hourly Employee Meal Allowance

A meal allowance is offered to restaurant hourly employees at 50% off plus tax one time while you are at work. Your discounted meal must be paid prior to the meal being prepared.

Employee meals must be eaten in the restaurant and are not intended to be carried out. Also, coffee, tea, hot chocolate, and fountain drinks are free while you are at work. A member of your management team will explain the proper payment procedure in your particular restaurant.

## Employee Recognition & Awards

### **The Larry Corbin Outstanding Mentor Award**

Many managers at Bob Evans Farms are successful because someone (a mentor) cared about their development and success. Mentors provide special insight, understanding, and information outside the normal channels or training programs.

Mentoring involves going above and beyond the usual duties. It is a relationship in which a person with greater experience, expertise, and wisdom counsels, teaches, guides, and helps another person both personally and professionally. Helping other team members achieve success is an important responsibility of every manager.

Bob Evans Farms respects, values, and rewards mentors and is committed to recognizing and rewarding General Managers who are selected as outstanding mentors in each region. The awards are typically announced prior to the B<sup>3</sup> Incentive Trip in the summer of each fiscal year. Each recipient is awarded shares of Bob Evans Farms stock and also gets an invitation to go on the annual B<sup>3</sup> Incentive Trip.

Inquiries about the Bob Evans Outstanding Mentor Awards and requirements can be directed to your ARL or to the Bob Evans Farms Training Department.

### **Restaurant of the Year**

Achieving the status of Restaurant of the Year is a tremendous honor and accomplishment both for the management team and the employees of the award-winning restaurant. Certainly, leadership provided by the management team has a huge impact on the performance of any high achieving restaurant, including the Restaurant of the Year.



Each year, Bob Evans Farms chooses four Restaurants of the Year, based on certain performance criteria. The announcement will be made in the summer and four winning restaurants will be recognized at the B<sup>3</sup> Incentive Banquet. If your restaurant is chosen as Restaurant of the Year, Company representatives visit the restaurant and make the announcement in person. Employees and the management team are congratulated with a small celebration in the restaurant. Local newspapers announce the honor to the community.

Both employees and managers are individually rewarded if their restaurant is recognized as Restaurant of the Year. To be eligible for any award, an employee must be employed for the entire third and fourth quarters of the applicable fiscal year and be on the payroll at the time the award is given.

### **Accident Free Award**

*(General Managers Only)*

One (1) additional week of paid time off will be awarded to the General Manager working in a restaurant that is accident free for a full fiscal year. The General Manager must have worked in the restaurant for nine (9) months or more of the applicable fiscal year to be eligible for the award.

*NOTE: If a General Manager is awarded an additional week of paid time off, it will be subject to the "Paid Time Off" policy and must be taken by the end of the next fiscal year ending in April.*

Any qualifying General Manager must be employed at the time the award is given. This benefit will be awarded at the end of the fiscal year.

## **SECTION D: LEAVES OF ABSENCE**

Please refer to the Bob Evans Farms Employee Handbook to find information regarding leaves of absence.



# SECTION E: COMPANY RULES, REGULATIONS & POLICIES

## *Employee Handbook*

It is the responsibility of each employee to consistently abide by the policies, procedures, and rules outlined in the Bob Evans Farms Employee Handbook and applicable division-specific addendum. It is the responsibility of all supervisors to consistently and fairly enforce the policies, procedures, and rules outlined in the Bob Evans Company Handbook and Addendum.

## *Operations Manual*

It is the responsibility of each supervisor to know, understand, and enforce all operational procedures that are developed and implemented in managing our restaurants. Supervisors must see to it that these policies and procedures are being carried out in the exact manner in which they have been written by the Company. The Operations Manual, located on BE|Net and your back office computer, provides business policies, operations, and procedures for the many aspects of our business.

## *Restaurant Progressive Discipline Policy*

The Company expects all employees to perform their assigned duties at or above satisfactory levels. Our Company normally follows a progressive discipline system. The sequence of the progressive discipline system is outlined below. The duration of each step will depend upon the seriousness of the situation. The Company reserves the right to depart from this policy and to take action up to and including immediate discharge when, in its opinion, such action is necessary to protect the well-being of the Company, guests, or employees.

### **Step 1: Coaching**

If you have a performance related issue, a member of your management team will coach you on the problem. This conversation will be recorded on your Employee Conversation Sheet. The seriousness of the problem and the possible consequences if you do not correct it will be explained, and the specific policies or performance criteria which apply to the situation will be reviewed with you.



## **Step 2: Written Warning**

A member of your management team will coach you and issue you a warning on your Employee Conversation Sheet explaining the nature of the problem and what you must do to correct it. You will be given a specific timetable for improvement. The warning will include a description of more serious forms of discipline, including termination, which may occur if the problem is not resolved.

If you have another performance related issue, you may be issued another written warning on your Employee Conversation Sheet, at the management team's discretion.

## **Step 3: Suspension Pending Review/Termination**

If a member of the management team determines that your conduct may warrant termination, you will be suspended pending an investigation by the management team, which will be recorded on your Employee Conversation Sheet. While suspended, you should not report for work. Prior to your scheduled meeting, you may be asked to provide additional information. The circumstances surrounding the reasons for your suspension will be reviewed, and a meeting will be scheduled. The results of this suspension hearing will be documented on an Employee Conversation Sheet.

If you are dissatisfied with the decision to suspend and/or terminate your employment, you may use the Open Door Policy to seek review of that decision.

## *Bank Deposit Procedures Policy*

The steps required when making a deposit are as follows:

1. To be completed by a member of the management team: Each day, vary the times and routes when making your deposit. Do not create a pattern in which you make your deposit at the same time every day.
2. The bank deposit record must be filled out completely and accurately by the manager responsible for making the deposit. Failure to complete this step can lead to disciplinary action.
3. Always make your deposit with a second person. The person who is not carrying the money goes out of the restaurant and pulls their car to the front door.
4. The person who is carrying the money should walk to the exit door with a third person who watches from inside the restaurant until the person is safely in the car and the car has left.



5. The manager and the employee should both go to the depository. Both should visually witness that each bag is deposited.
6. If, for any reason, you are confronted by an armed robber, give the money up willingly. DO NOT refuse or create any kind of disturbance or confrontation with the robber. For additional information, please refer to the online Operations Manual.

Obviously, this is a serious matter. Company money handling and closing procedures must be taken seriously. DO NOT deviate from these procedures. **Violation of our banking procedures could lead to disciplinary action, up to and including termination.**

If you have suggestions to increase our security, we would like to hear from you. Please contact your supervisor with any suggestions.

## *Safety Policy*

The security and welfare of our employees, guests, Company assets, and brand are a top priority for Bob Evans Farms, LLC. All employees help serve as the “eyes and ears of security” for the Company.

While following established policy and procedures, employees and supervisors must remain alert to the security risks and environment in which we work. Attention to detail will help to minimize risks and provide a safer work environment for everyone.

Employees and supervisors must do the following to maintain a safe and secure working environment.

Opening and Closing Procedures:

- Two (2) employees should be scheduled to meet the opening manager in the parking lot at a specified time;
- Upon arrival into the parking lot, drive around the restaurant to look for suspicious vehicles, persons or any indication that the restaurant may have been damaged or entered by an unauthorized person. If a suspicious person is on property, remain in your locked vehicle and call the police. Wait for their arrival prior to exiting your vehicle;
- Prior to entering the secured building, one (1) employee must remain in their car in full view of the front door; and,



- The supervisor and one (1) employee walk to the front door and enter the building and, after completing a thorough check of the building (including the bathrooms), he/she signals to the employee waiting outside in their car to enter.

These procedures ensure that in case of an emergency, the other employee could call for help immediately. If the supervisor is approached and forced back into the building, the employee(s) waiting in the car should drive to a safe place to call for help.

For everyone's safety, ***we require at least three (3) people to be in the building at night.*** This means the closing supervisor must always leave the building with two (2) other employees. At closing, the supervisor and employees wait inside until all are present by the front door, with a view of the closing employee's car in the lot. One (1) employee then leaves the building through the front entrance. The supervisor and the other employee remain inside the restaurant and observe the first employee until they are safely inside his/her car. The supervisor and employee inside the restaurant should then exit the restaurant and be observed by the first employee until they are safely inside their car. All employees then leave the parking lot together.

Additional important Security Reminders that must be followed:

- The back door should not be opened after 8:00 p.m. for any reason other than an emergency or scheduled delivery. Even with scheduled deliveries, the delivery person should come to the front of the restaurant to advise they are there.
- When coming to or leaving from work, use the front door. Never open the back door and leave it unattended.
- After the front doors have been locked for the night or before they are unlocked in the morning by a supervisor, do not allow anybody else into the restaurant. This includes former and current off-duty employees.

**When it comes to the safety of our valued employees, we have zero tolerance. Violation of our security procedures will lead to disciplinary action up to and including termination.**



## Restaurant Sick Worker Policy

The FDA requires that a designated protocol be developed to identify and react to situations where employees are suffering from food-borne and other illnesses. Protected under the regulations in the FDA Model Food Code, supervisors possess the right to exclude symptomatic or diagnosed employees from work. Exclusion periods may vary based on symptoms and disease onset. Reference the Sick Worker Policy Manual for additional details.

All employees **must be** restricted or excluded from working with or around food, utensils, and equipment when there is a significant risk of the employees transmitting an illness or disease through food. Employees must report health problems to a supervisor before working with food or if they become ill or injured while working. Reference the Sick Worker Policy Manual for specific illnesses/symptoms.

A written release from a medical doctor is **required** before returning to work for all of the illnesses which require medical attention (refer to the Sick Worker Policy Manual for a list of these illnesses). In all of these cases, the Above Restaurant Leader (ARL) and the Crisis Hotline must be notified (1-877- 233-2767) if an employee is diagnosed with any of the severe illnesses listed in the Sick Worker Policy Manual.

As a reminder, if an employee is absent from work for three (3) or more consecutive scheduled shifts due to personal illness, they may qualify for a leave of absence and they must contact the BEing My Best Resource Center at 855-888-2623 (BOBE) to request the leave. It is the supervisor's responsibility to follow-up on leaves with their restaurant's assigned Leave Coordinator to verify an employee made contact.

Failure to comply with the Sick Worker Policy will result in disciplinary action up to and including termination.

The Sick Worker Policy Manual can be found in the BE|Safe site, which is located on BE|Net.





## Tip Policy

Bob Evans Restaurants is a participant of the Tip Reporting Alternative Commitment (TRAC) agreement, which is part of the Tip Rate Determination/Education Program implemented by the Internal Revenue Service.

All tipped employees are expected to claim all tips received as part of their income.

### **Overtime for Tipped Employees**

If an employee is a tipped employee, he/she will receive one (1) and one half (1½) times his/her regular hourly rate for each hour worked in excess of 40 hours in a work week. Reported tips are included in the regular rate of pay only to the extent to satisfy minimum wage requirement (tip credit), if applicable.

No overtime or additional compensation is provided to exempt employees. Exempt employees are expected to work as much of each work day as is necessary to complete their job responsibilities.

### **Tipped Employees**

Where permitted, Bob Evans intends to use the available Tip Credit for all tipped employees. This means that tipped employees will be paid at least minimum wage using the tips reported by the employee combined with direct wages of not less than \$2.13 per hour, or an amount required by state or local law.

#### Important Information:

- The additional amount claimed by the Company on account of tips as the tip credit may not exceed the value of the tips actually received by the employee;
- The tip credit shall not apply with respect to any tipped employee unless the employee has been informed of the tip credit provisions; and
- All tips received by the tipped employee must be retained by the employee.
- All tipped employees must read and sign the Tip Credit Notice provided by management.

If an employee in a tipped position does not report sufficient tips during a work week to satisfy minimum wage requirements, they will be paid at least minimum wage by the Company. However, consistent failure to report sufficient tips may result in Company action, such as a transfer to a non-tipped position.



## Camera, Phone, Recording Device & Pager Policy

Please inform your family or friends not to call you unless it is an emergency. It is important that phone lines be kept open for guests. **Cell phones and pagers are not to be used or carried during your working hours and must be turned off during your working time.** Calls may be made on your cell phone during your break period or before or after your shift. Taking photographs, videos, or recording conversations at any time on the company premises is prohibited unless specifically approved in advance by your supervisor.

## The Bob Evans Management Employee Image Policy

You must constantly be aware of your appearance while at work. As a manager, you are expected to set the example for all employees by carefully following the Company's standards with respect to personal appearance and hygiene. Dress should reflect a professional appearance, including clean and neatly pressed apparel.

### Male Managers

#### *Dress Standards*

Your dress code may vary depending upon the location of your restaurant. Appearance should be that of a professional business person at all times.

#### *Appearance*

- Dark dress slacks are required.
- Dark, polishable, slip-resistant dress shoes are required.
- All managers are required to wear a plain color or vertical business striped, button-down dress shirt.
- Fingernails must be clean and presentable. Fingernail tips must be kept trimmed to a moderate length.
- Mustaches and goatees are permitted and must be neatly trimmed and natural looking.
- Beards are not permitted.
- Hair must be cut above the ears and off the collar.
- Visible tattoos are not permitted.
- Earrings are not to be worn. Jewelry should also be worn in moderation. You may wear a watch. No large rings. Only one (1) ring per hand is permitted on any finger, with an exception of wedding sets. You may wear a small necklace. No visible body piercing allowed (i.e. tongue piercing).



## Female Managers

### *Dress Standards*

Your dress code may vary depending upon the location of your restaurant. Appearance should be that of a professional business person at all times.

### *Appearance*

- Dark dress slacks or knee length skirt are required. All female managers have two (2) shirt/blouse options.
- All management is required to wear a plain color or vertical business striped, button down dress shirt. An acceptable option is the shirts offered by the uniform provider through payroll deduction.
- The preferred option is the ladies' blouse that can be ordered by the uniform provider and is billed as a payroll deduction.
- Professional looking, plain, dark, slip-resistant shoes are required (no open toes or *high heels*).
- Hair should be short or pinned up and neatly groomed.
- Fingernails should be trimmed and clean. If polished, they should be a clear or light color.
- We encourage the use of makeup if used to enhance your natural features and create a fresh, natural, professional appearance. No extreme makeup permitted.
- Visible tattoos are not permitted.
- Jewelry should also be worn in moderation. You may wear a watch. No large rings. Only one (1) ring per hand is permitted on any finger, with an exception of wedding sets. You may wear two (2) small earrings in each ear lobe, and a small necklace. No visible body piercing allowed (i.e. tongue piercing).

## *The Bob Evans Hourly Employee Image Policy*

The “Bob Evans Image” is a tremendously important part of the overall experience of quality food, excellent service, and clean surroundings that we provide to each of our guests. This excellence in employee appearance has brought compliments from our guests since we first started in the restaurant business more than 50 years ago. Our guests mention three things that they like best when visiting our restaurants: ***“The top-quality food, the cleanliness of our restaurants, and the efficient, friendly employees.”***



The cleanliness of our restaurants and the friendliness of our employees go hand in hand. When guests talk about how clean Bob Evans Restaurants are, they are also talking about our employees—the cleanliness of their clothing and their overall personal appearance. It is important for employees to always look their best. This means that employees should be dressed as required by this policy when reporting to or leaving their shift. The employees of Bob Evans Restaurants have established an image which we feel is one of the most important features of the overall dining experiences of our guests.

It is important that each of our employees give the same attention to their personal appearance, as the “Bob Evans Image” is an important combination of clothing and grooming. Bob Evans Restaurants attract a diverse clientele with varying tastes from families with young children to business people and senior citizens.

Each guest who dines with us makes our business possible, is our “boss,” and pays our wages. If we displease our guests, they might not return; and, without guests, there is no restaurant. For this reason, anything that could be considered offensive, distracting, or not in the best interest of Bob Evans Restaurants (such as an unkempt hairstyle or conspicuous tattoo) is not permitted. If you are a Server, Host, or Service Attendant, you are not permitted to have a visible tattoo. The appearance guidelines contained in this handbook have been established by Bob Evans Restaurants and may be changed at any time. Failure of any employee to adhere to these or any subsequently established or modified standards will result in appropriate disciplinary action being taken.

## **Sanitation & Personal Hygiene**

Our guests expect quality and safe food, clean surroundings, and pleasant service. Guests frequently judge a food service operation by observing the personnel serving them. The actions of each team member in the restaurant will help determine whether guests’ expectations are met.

Good personal hygiene is a critical protective measure against food borne illness. The most critical aspect of personal cleanliness is frequent and thorough hand washing. You should wash hands when reporting to work and also frequently during your shift.

The following activities should always be followed by thorough hand washing:

- After arriving to work
- After using the restroom
- After using a handkerchief or tissue
- After coughing or sneezing
- After touching any body part
- After smoking
- After eating
- After clearing tables



# The Bob Evans Image for Hourly Male Employees

## **Clothing**

Employees in all categories may wear a white, non-logo polo shirt with either long or short sleeves. Employees in all job categories are required to wear black or khaki dress slacks. All clothes should be clean and neat at all times. If you choose to wear a long-sleeve shirt, the sleeves should extend all the way to your wrists. Shirttails must always be kept tucked in. The top (collar) button of the shirt should be left open. All other buttons are to be buttoned.

The only pins or decorations that can be worn on your shirt are Company-issued name badges and service pins, and any other Company-issued special pin or badge used to highlight a menu item or promotional offering. Pins from charitable organizations such as Red Cross, United Way, or pins of a religious nature or holiday may not be worn on any part of your clothing unless it is a Company sponsored effort.

Grill Cooks, Kitchen Preparation Cooks, Service Attendants, Dish Tank Operators, and Servers will also be provided with a Company-issued apron. It is your responsibility to keep these aprons as clean as possible during your shift. As a Server or a Service Attendant, it is your responsibility to notify a member of your management team if you need a new apron.

## **Hair**

A neat, natural haircut and a clean shave are essential. No extreme looks are acceptable. Hair must be a natural looking color. The hair is to be neatly cut and tapered so that hair does not fall into the eyes. The hair on the side of your head cannot extend beyond the bottom of the ear lobes and cannot fall past the bottom of the shirt collar. No beads, ribbons, hair restraints, or ponytails are permitted. No Server, Host, or Service Attendant may have hair that exceeds this standard.

Grill Cooks, Kitchen Preparation Cooks, and Dish Tank Operators whose hair exceeds these standards must wear their hair tucked neatly into a Company-issued hair restraint.

## **Facial Hair**

Mustaches and goatees are permitted and must be neatly trimmed and natural looking. Beards are not permitted.

## **Tattoos**

If you are a Server, Host, or Service Attendant, visible tattoos are not permitted.



## Fingernails

Clean, presentable fingernails are a must. Fingernail tips must be kept trimmed to a moderate length. Unless wearing intact gloves in good repair, grill and kitchen preparation cooks may not wear fingernail polish or artificial fingernails when working with exposed food.

## After-Shave & Deodorant

Due to close contact with guests and fellow employees, the use of a deodorant or antiperspirant is required. A light after-shave or cologne is acceptable.

## Jewelry

Small rings, class rings, wedding bands, and a watch are permitted for all Servers, Hosts, and Service Attendants. Only one (1) ring per hand is permitted on any finger. A “small ring” is defined as the same size or smaller than a male class ring.

Grill Cooks, Kitchen Preparation Cooks, and Dish Tank Operators are required to follow the Food Code standards on all jewelry. The only jewelry that is permitted to be worn on the hands of the back-of-the-house food employees is a plain ring, such as a wedding band on one (1) finger.

Watches and bracelets are not permitted to be worn by grill and kitchen preparation cooks.

One (1) small stud earring or one (1) small ½ inch hoop earring may be worn in each ear. No additional visible body piercing allowed (i.e. tongue piercing).

## Slip-Resistant Shoes

Professional looking, plain, dark, slip-resistant shoes are required. For your safety it is **required** that slip-resistant shoes be worn at all times while working. A member of your management team can give you information on recommended slip-resistant shoes that are acceptable for work. For your convenience, non-slip, restaurant-appropriate safety shoes may be ordered via payroll deduction. Inquiries may be directed to your manager.

Dark socks are required at all times. Athletic shoes, tennis shoes, and running shoes may not be worn.



## **Name Badges**

Bob Evans Farms, LLC is a first-name organization. On your first day of employment, you will be provided with a name badge that should be worn in an upright, readable position on the left side of your shirt or apron. Your name badge should be worn at all times while working. Your name badge can designate the number of years of service you have with the Company. No other decorations may be worn on your name badge.

## **Reminder**

All employees are responsible for having a professional appearance. It is your responsibility to keep your clothing clean, pressed, and in good repair. Be especially conscious of aprons, name badges, and any other Company-issued attire, and ask a member of your management team for a replacement if any item needs replaced.

## *The Bob Evans Image for Hourly Female Employees*

### **Clothing**

Employees in all categories may wear a white, non-logo polo shirt with either long or short sleeves. Employees in all job categories are required to wear black or khaki dress slacks. All clothes should be clean and neat at all times. If you choose to wear a long-sleeve shirt, the sleeves should extend all the way to your wrists. Shirrtails must always be kept tucked in. The top (collar) button of the shirt should be left open. All other buttons are to be buttoned.

The only pins or decorations that can be worn on your blouse or shirt are Company-issued name badges and service pins and any other Company-issued special pin or badge used to highlight a menu item or promotional offering. Pins from charitable organizations such as Red Cross, United Way, or pins of a religious nature or holiday may not be worn.

Grill Cooks, Kitchen Preparation Cooks, Service Attendants, Dish Tank Operators, and Servers will be provided with a Company-issued apron. It is your responsibility to keep these aprons as clean as possible during your shift. As a Server or a Service Attendant, it is your responsibility to notify a member of your management team if you need a new apron.

Female employees are required to wear proper undergarments, such as a white or natural-colored bra while working. If you wear a skirt, it should not be higher than the top of the knee and natural-color hosiery must be worn. Hosiery with snags or runs is not permitted. When wearing pants, dark socks are required.



## **Hair**

Female employees should keep their hair neatly combed and styled. No extreme looks are acceptable. Hair must be a natural looking color. No beads are permitted.

Servers, Grill Cooks, Kitchen Preparation Cooks, and Service Attendants are not permitted to wear hair that falls below the collar of their blouses or shirts. Ponytails or braids may not be worn below the collar. Hostesses are permitted to wear their hair down, but it should be combed away from the face so that it will not interfere with performing your job duties. The following hair accessories are acceptable for this purpose: one (1) plain head band or no more than two (2) combs or barrettes. If a hair ribbon is worn, it should be no wider than one-half (1 ½) inch or no longer than four (4) inches when tied. Grill Cooks and Kitchen Preparation Cooks will be provided with a Company-issued hat or cap.

## **Tattoos**

If you are a Server, Host, or Service Attendant, visible tattoos are not permitted.

## **Makeup**

We encourage the use of makeup if used to enhance your natural features and creates a fresh, natural, professional appearance. No extreme makeup permitted.

## **Fingernails**

Clean, presentable fingernails are a must. If polish is used, it should be clear or in flesh tones or light natural pastels. Fingernails are to be kept trimmed to a moderate length. Unless wearing intact gloves in good repair, grill and kitchen preparation cooks may not wear fingernail polish or artificial fingernails when working with exposed food.

## **Perfume & Deodorant**

Due to close contact with guests and fellow employees, the use of a deodorant or antiperspirant is required. A light perfume is acceptable.

## **Jewelry**

Small rings, class rings, wedding bands, and a watch are permitted for all Servers, Hosts, and Service Attendants. A “small ring” is defined as the same size or smaller than a male class ring. Only one (1) ring per hand is permitted on any finger, with an exception of wedding sets.





Grill Cooks, Kitchen Preparation Cooks, and Dish Tank Operators are required to follow the Food Code standards on all jewelry. The only jewelry that is permitted to be worn on the hands is a plain ring, such as a wedding band on one finger. Watches and bracelets are not permitted to be worn by Grill Cooks, Kitchen Preparation Cooks, or Dish Tank Operators.

Two (2) small stud earrings or two (2) small  $\frac{3}{4}$  inch hoop earrings may be worn in each ear. No additional visible body piercing allowed; e.g. tongue piercing.

### **Slip-Resistant Shoes**

Professional looking, plain, dark, slip-resistant shoes are required. For your safety, it is **required** that slip-resistant shoes be worn at all times while working. A member of your management team can give you information on recommended slip-resistant shoes that are acceptable for work. For your convenience, non-slip, restaurant-appropriate safety shoes may be ordered via payroll deduction. Inquiries may be directed to your manager.

Athletic shoes, tennis shoes, and running shoes may not be worn.

### **Name Badges**

Bob Evans is a first-name organization. On your first day of employment, you will be provided with a name badge that should be worn in an upright, readable position on the left side of your shirt or apron. Your name badge should be worn at all times while working. Your name badge can designate the number of years of service you have with the Company. No other decorations may be worn on a name badge.

### **Reminder**

All employees are responsible for having a professional appearance. It is your responsibility to keep your clothing clean, pressed, and in good repair. Be especially conscious of aprons, name badges, and any other Company-issued attire, and ask a member of your management team for a replacement if any item needs replaced.







