



Employee Handbook





Welcome!



Welcome to Pizza Ranch and Gravy Train Restaurant Management! We are thrilled to have you as part of our company and look forward to the impact you will make.

My name is Brandon Pratt, and I'm excited to share a bit about myself and the journey that has brought us to where we are today. First and foremost, I am a follower of Christ, and my faith is the foundation for everything I do, both in life and business. I'm also blessed to be a devoted husband to my wife, Jennifer, and a proud father to our four boys. Beyond my family and faith, I have a deep passion for entrepreneurship, and it brings me great pride to see this organization grow and thrive.

It all began in 2006 when I purchased my first Pizza Ranch in Iowa City, Iowa. In 2013, we expanded to Cedar Rapids, and soon after, the opportunity to grow even further came our way. In 2015, I founded Gravy Train Restaurant Management to support multiple Pizza Ranch locations. Today, we operate 12 Pizza Ranch restaurants—and we're not stopping there!

Gravy Train is a restaurant management company that serves as the backbone for our Pizza Ranch franchise. You may be wondering, "What is a franchisee?" A franchisee is a person or company that purchases the rights to use an established business's name, products, and trademarks in exchange for fees and royalties. As a franchisee, we operate third-party retail outlets, known as franchises, which are part of the larger Pizza Ranch family.

At Gravy Train and Pizza Ranch, our mission is to glorify God by positively impacting the lives of our employees, guests, and communities. Gravy Train's core values guide everything we do:

- **Passionate:** An intense desire or enthusiasm for something
- **Relentless:** Oppressively constant, incessant
- **Integrity:** The quality of being honest and having strong moral principles
- **Ownership Mentality:** Taking responsibility for outcomes of being empowered to make the decisions that will lead to those outcomes
- **Servant Leadership:** A leadership style and philosophy that priorities the grown and well-being of others

We are excited to welcome you to our family. Your contributions matter, and together, we will continue to grow, serve our communities, and create opportunities for everyone involved. Thank you for joining us on this incredible journey.

Welcome aboard,
Brandon Pratt
Owner, Gravy Train Restaurant Management Company

Gravy Train Pizza Ranch Locations:

1. Bettendorf, Iowa
2. Cedar Falls, Iowa
3. Cedar Rapids, Iowa
4. Clinton, Iowa
5. Galesburg, Illinois
6. Iowa City, Iowa
7. Marion, Iowa
8. Newton, Iowa
9. North Liberty, Iowa
10. Springfield, Illinois
11. Sterling, Illinois
12. Quincy, Illinois

Gravy Train Support Team:

Brandon Pratt
Owner

Cody Shank
Chief Operating Officer
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District Manager
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Chief People Officer
HR@gravytraingroup.com



A Message from the President and Cofounder of Pizza Ranch

Welcome!

We are happy you have chosen to become part of Pizza Ranch family! Here, at Pizza Ranch, we take the word family seriously. And like a family, Pizza Ranch functions as a team. By working together, we provide our team members and guests a “legendary” experience as they work and dine in our restaurants. Because you are now part of our family, our goal is to provide the best possible environment for you, professionally and personally. Because our guests are also a part of our family, we hope that you will help us in striving to make Pizza Ranch the best possible environment for our guests too.

To do this, we encourage you to consistently put yourself in the shoes of our guests.

Each time you enter Pizza Ranch as a team member, ask, "What are our guests expecting of us...of me?" Doing so will help us continue as one of the nation's premier restaurant franchises. Of course, the more your Pizza Ranch succeeds, the more you will too - financially, professionally, and personally.

The purpose of this handbook is to provide you with information regarding Pizza Ranch's policies, procedures, and benefits. It is your responsibility to read this handbook thoroughly and understand its contents. If you have questions or need more details about a policy, please ask your general manager or one of the owners.

Again, welcome to Pizza Ranch! We hope your employment with us is all you expect and a little bit more!

Adrie Groeneweg,
President and Cofounder

Pizza Ranch began in Hull, Iowa. The operations expanded to Orange City, Iowa, and eventually led to the first franchise sale in 1984. Franchises began opening in Iowa, Minnesota and South Dakota and now there are over 200 Pizza Ranch locations. Pizza Ranch Inc. Restaurant Support Center is located at 204 19th Street SE, Orange City, IA 51041. Telephone: 800-321-3401

Pizza Ranch Vision Statement

To glorify God by positively
impacting the world

Pizza Ranch Mission Statement

To give every guest a legendary experience

Pizza Ranch Key Business Drivers

*This is what we do well at Pizza Ranch that sets us apart—
what matters most to our guests:*

- Legendary People • Cravable Food • Service from the Heart • Great Value • Comfortable Environment • Community Engagement.

Pizza Ranch Key Business Drivers

How we act as we pursue our Mission and Vision:

- Do Your Best • Be Friendly • Do the Right Thing • Show Respect for All.



Important Notices

- Disclaimer Notice..... 5
- Employment-At-Will Policy..... 6
- Equal Opportunity Employer 6
- Reasonable Accommodation 7
- Anti-Harassment 7
- Anti-Retaliation 8
- Reporting Investigations..... 9



Employee Time Off Work

- PTO Policy 24
- Work Schedule 26
- Break Policy 26
- Attendance, Absence, and Sick Policy 26
- Holidays 28
- Bereavement 28
- Jury & Witness Duty..... 28
- Leave Information 29-37



General Employee Information

- HIPAA 10
- PCI DSS Compliance Requirements..... 10
- Assignment and Distribution of Work Duties.. 11
- Utilization of Work Time..... 11
- Personnel File 12
- Personnel Information 12
- Inclusion 12
- Performance Reviews 13
- Promotions..... 13
- Security and Monitoring..... 13
- Bulletin/White Board Communication 14
- Staff Meetings 14
- Introductory Period 14
- Progressive Discipline Process..... 14
- Documentation 15
- Employee Separation..... 15
- Voluntary Termination 15
- Involuntary Termination 15
- Insurance Benefits 15
- COBRA 16
- Final Paychecks 16
- Exit Interview 16



Pizza Ranch Workplace Policies

- Technology Use 37-40
- Security and Monitoring 40
- Telephone Use and Policy..... 41
- Cell Phone Use & Text Messaging 41
- Violations and Questions..... 41
- Grievance Procedure 42
- National Labor Relations Act 42
- Dress Code..... 42
- Company Vehicles 44
- Use of Personal Vehicles 44
- Team Member Parking..... 44
- Cash Handling..... 45
- Weather 45
- Distribution and Solicitation 45
- Confidential Information..... 45
- Outside Employment 46
- Company Property 46
- Pizza Ranch Social Media Policy & Philosophy 47
- Gossip Policy..... 48
- Anti-Nepotism Policy..... 48
- Workplace Personal Relationships Policy.... 48



Compensation and Benefits

- Equal Pay 16
- Pay Transparency 16
- Payroll Policies..... 17
- Pay Periods/Pay Checks 17
- Timekeeping..... 17
- Exempt Employee Pay 18
- Tips 18
- Cash Tips 19
- Distributing Tips 19
- Reporting Tips Collected..... 19
- Legal Compliance 19
- Incentives and Competitions Policy 19
- Meal Discounts & Beverage Policy..... 20
- Company Paid Benefits 21
- Company Sponsored Benefits 23
- Benefits Website and Information 23



Safety in the Workplace

- Health, Safety and Security 50-51
- Restrictions on the Employment of Minors 51
- Accident Reporting and Accountability 52
- In Case of Robbery..... 52
- Drug and Alcohol-Free Workplace..... 53
- Smoke and Tobacco Free Workplace 53
- Weapon-Free Workplace..... 53



Conclusion and Acknowledgment..... 54



Illinois Addendum

- Employment Policies..... 55-61

Important Notices

This Handbook is meant to provide guidelines and expectations to employees to help them better perform their job duties. This Handbook is not an exhaustive list of every workplace rule and policy, but rather a guide to commonly raised questions.

This Handbook is not an Employment Contract

This Handbook does not establish nor should it be construed or interpreted to establish or maintain a contract (express or implied), or any contractual obligations between Pizza Ranch and any employees regarding terms and conditions of employment. Pizza Ranch has not solicited the agreement of any employee to the policies, procedures, or rules set forth in this Handbook. The employment of any employee is not in consideration of, or in return for, being bound by this Handbook, except as otherwise separately indicated or required.

While this handbook summarizes what you can expect as a team member of Pizza Ranch and what Pizza Ranch can expect from you, it is intended as a guide and is not all-inclusive. This handbook is intended to provide you with information regarding policies, procedures, and benefits. It is our intention to abide by all local, state, and federal laws. Should any of the policies in this handbook conflict with local, state, or federal laws, the company will adjust the policy accordingly.

Disclaimer Notice

This Employee Handbook contains information about the employment policies and procedures for the locations listed below, as well as an overview of Gravy Train benefits. For detailed information on specific employee benefits, please refer to the official plan documents, which take precedence over this handbook.

1. Bettendorf PR LLC
2. Cedar Falls PR LLC
3. Cedar Rapids PR Inc
4. Clinton PR LLC
5. Galesburg PR LLC
6. Iowa City PR
7. Marion PR LLC
8. PR Newton LLC
9. North Liberty PR LLC
10. Springfield PR LLC
11. Sterling PR LLC
12. Quincy PR LLC

Nothing in this handbook nor any other communication by a Gravy Train representative or any other employee, whether oral or written, is intended to in any way create a contract of employment.

Unless you, the employee, have a written employment agreement signed by an authorized Gravy Train representative, you, the employee, are employed at will and nothing in this handbook can be construed to contradict, limit, or otherwise affect your right or Gravy Train's right to terminate the employment relationship at any time with or without notice or cause.

This Handbook supersedes all prior versions published or distributed by Gravy Train and all inconsistent oral or written statements.

Gravy Train retains maximum discretion to interpret, clarify, revise, change, correct, update, and/or deviate from all or any part of this Employee Handbook at any time, with or without notice.

Employment-At-Will Policy

Pizza Ranch requires employees to be hired and employed on an at-will basis and further provides that this policy cannot be changed by any oral modifications.

All employees of the company are employed “at will.” Pizza Ranch and each employee have the right to terminate at any time with or without cause or notice. Nothing in this Handbook is intended to, and should not be construed to, alter the employment-at-will relationship between Pizza Ranch and any of its employees.

Each new employee will review and sign acknowledgement of receipt of the Team Member Handbook their first day. The provision of these materials is not intended to and does not create a contract for employment or impose any contractual obligations on either the employer or the employee. These materials were developed at the discretion of management, and, except for the policy of employment at-will, may be amended or canceled at any time at the company’s sole discretion. Any and all company benefits, which are provided by the employer, may be withdrawn or modified by the employer without notice at any time.

No company representative is authorized to modify the policy of at-will employment as described herein for any employee or to enter into any agreement, whether oral or written, which may be contrary to this policy. Pizza Ranch may interpret, clarify, revise, update, deviate, change, correct, or revoke any portion of this Handbook at any time without prior notice, in Pizza Ranch’s sole discretion.

Completion of an employee’s training period does not affect, alter, or modify an employee’s status as an employee-at-will.

No policy or practice of Gravy Train should be construed to change the at-will nature of your employment relationship. For example, completion of a training, evaluation, or probationary period does not change an employee’s status to something other than at-will.

Equal Opportunity Employer

Non-Discrimination

Pizza Ranch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, national origin, religion, creed, age, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, military or veteran status, or any other characteristic protected by federal, state,¹ or local laws. “Sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality, and “gender identity” means gender-related identity regardless of the person’s assigned sex at birth. Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, benefits, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation, and company-sponsored training. All employees are expected to comply with this Equal Employment Opportunity Policy. Violations of this policy will be subject to corrective action, up to and including termination.

¹ Additional protected characteristics for employees working in Illinois include: victims of violence, traits associated with race (e.g., hair texture and protective hairstyles); ancestry, order of protection status, marital status, conviction record, arrest record, and unfavorable discharge from military service.

Reasonable Accommodation

Gravy Train will make reasonable accommodations for the following individuals and for the stated reasons:

- (A) Qualified applicants with disabilities will be reasonably accommodated to allow for their participation in the application process.
- (B) Qualified employees with disabilities will be reasonably accommodated to allow them to perform their essential job functions and participate in the terms and conditions of employment.
- (C) Applicants who have religious conflicts with participating in the selection process and employees who have religious conflicts with performing assigned work, will be reasonably accommodated to allow the observance of sincerely held religious beliefs, whenever possible.
- (D) Temporary and reasonable accommodations for pregnant job applicants and employees to accommodate the individuals known limitations related to pregnancy, childbirth, or related medical conditions. Gravy Train will not require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided.

Applicants who need an accommodation should inform a person involved in the hiring process of that need and engage in the interactive process with Gravy Train to support the request and identify possible reasonable accommodations.

Employees who need an accommodation should inform should inform their General Manager of that need and engage in the interactive process to support the request and identify possible reasonable accommodations.

After needs and alternatives are discussed and explored in the interactive process, Gravy Train will consider and evaluate the availability and reasonableness of the options to determine what can be done. Accommodations that would cause undue hardship cannot be made.

Applicants or employees with disabilities whose employment in a particular job would pose a direct threat to the health or safety of others or themselves cannot be employed in that job, unless reasonable accommodations are available to eliminate or sufficiently reduce the direct threat.

Anti-Harassment

Our goal is to be sure all employees at Gravy Train are treated professionally, civilly, and with respect and dignity. Therefore, we expect all of our employees to treat each other, as well as our job applicants, customers, visitors, vendors, independent contractors, and all with whom we may come in contact in the conduct of our practice with professionalism, civility, respect, and dignity. Employment and business relationships must remain businesslike and professional and not be influenced by improper biases or prejudices.

Harassment of a person because of that person's legally protected characteristic is a form of discrimination prohibited by the law and our policies. Protected characteristics include race, color, religion, creed, sex, national origin, age, pregnancy, disability, citizenship status, military service, sexual orientation, gender identity, genetic information, or any other characteristic protected by law.²

Harassment of a person because of that person's legally protected activity constitutes prohibited retaliation, and it violates our policies. Protected activities include opposing possibly unlawful actions by reporting or complaining about discrimination or harassment, participating in an investigation of such a report or complaint, asserting a legal

² Additional protected characteristics for employees working in Illinois include: victims of violence, traits associated with race (e.g., hair texture and protective hairstyles); ancestry, order of protection status, marital status, conviction record, arrest record, and unfavorable discharge from military service.

right, and being closely associated with anyone who engaged in these activities.

It is the strong and unqualified policy of Gravy Train not to tolerate harassment and not to ignore reports or complaints of harassment. Gravy Train is dedicated to preventing harassment where conditions may lead to it, and to promptly correcting harassment whenever it is found.

Because Gravy Train aims to *prevent* unlawful harassment, we have adopted a definition of prohibited harassment that is stricter than the legal definition of unlawful harassment. For purposes of this policy, harassment is defined as any unwelcome conduct that is based on a protected characteristic, or on a protected activity, when such conduct explicitly or implicitly affects employment, interferes with work performance, or creates an intimidating, hostile, or offensive work environment. Gravy Train will not tolerate any harassment, as defined in this policy, and seeks to prevent all such harassment—including harassment that does not rise to the level of being unlawful. When harassment is severe or pervasive, or if employment actions are conditioned upon submission to or rejection of harassment, then both the policies of Gravy Train, and the law, are violated.

The following examples are not all-inclusive but provide guidance on some of the types of harassing behavior that are prohibited under this policy:

- Indirectly or directly threatening to take adverse action against an employee if they refuse to comply with a request or directive that discriminates or harasses on the basis of a protected class status or on a protected activity.
- Indirectly or directly promising an employee a reward if they comply with a request or directive that discriminates or harasses on the basis of a protected class status or on a protected activity.
- Physical conduct or touching based on a protected class status or on a protected activity of an employee.
- Body language directed toward an employee on the basis of a protected class status or on a protected activity, such as making an obscene gesture toward someone who reported possible discrimination, prolonged and angry staring at someone who reported possible harassment, blocking the path of any employee because of their gender, interrupting older persons, or horseplay against those of a different national origin or ancestry.
- Verbal conduct on the basis of a protected class status or on a protected activity, such as using a racist epithet, joking about pregnancy, questioning sexual orientation or gender identity, or religious-based name-calling.
- Writings based on a protected class status or a protected activity, such as an anti-LGBTQ email, a text message making fun of veterans or those currently in the military, an instant message denigrating an employee's actual or perceived mental or physical disability, graffiti threatening persons of color, or a social media post criticizing citizenship.
- Displaying objects based on a protected class status or on a protected activity, such as a sign, photo, calendar, poster, cartoon, screen saver, coffee cup, or other material thing.

Anti-Retaliation

Persons who make a good faith report of perceived discrimination or harassment, who oppose discrimination or harassment, who assist or cooperate in investigations into discrimination or harassment, who request reasonable accommodations, who exercise rights under anti-discrimination laws, or who are closely associated to those who have done any of these things, have engaged in protected activity. Retaliation against persons who have engaged in protected activity is a form of discrimination and will not be tolerated at Gravy Train. Prohibited retaliatory actions include any adverse action that likely would dissuade or discourage a reasonable person from engaging in the protected activity. A prohibited retaliatory action must be material to be unlawful.

Any person who believes they have been retaliated against for engaging in a protected activity is encouraged to

promptly report the matter to a supervisor/manager or an owner of Gravy Train for investigation and resolution in accord with the section of this policy regarding Reporting and Investigations, below.

Reporting and Investigations

Timing of Reports: This policy does not establish a minimum reporting period, but recognizes that early reporting is the key to preventing and minimizing discrimination and harassment. Early reporting has been proven to be the most effective way to resolve actual and perceived discrimination, harassment, or retaliation. It prevents conduct from escalating to a violation of policy or law. Reporting delays can exacerbate matters and lead to irreparably strained relationships.

To Whom to Report: Any applicant or employee who believes they have witnessed or been subjected to discrimination, harassment, or retaliation in violation of this policy, or who has been denied a reasonable accommodation, is encouraged to promptly report the matter to their immediate supervisor or Human Resources. Supervisors receiving reports of discrimination or harassment from their team members *must* report the incident to Human Resources. Reports of possible discrimination, harassment, or retaliation may be made verbally or in writing, formally or informally.

Owner / Manager Responsibilities: Owners and managers who become aware of potential discrimination, harassment, or retaliation against an applicant or employee are required to take action to stop or prevent it. Such action must include promptly reporting it to an owner or manager (unless they are part of the perceived problem). Failure to do so is a violation of this policy.

Initial Reactions to Reports: Gravy Train will take seriously all reports of discrimination, of harassment, of retaliation, or of other violations of the spirit of these policies, and will promptly investigate without prejudging such reports. The accused will not be presumed guilty. Likewise, the report will not be presumed to be complete or founded. Instead, an investigation will be conducted, to help Gravy Train determine what most likely happened and what should be done about it. Investigations generally include interviews with persons involved and reviewing relevant documentation.

Confidentiality: Reports of possible discrimination, harassment, or retaliation will be handled confidentially. In addition, investigations into such reports will be conducted as discreetly and as confidentially as deemed appropriate. Confidentiality means that those persons who have a need to know will be told what they need to know, when they need to know it, and will also be given appropriate cautions about confidentiality and retaliation. Confidentiality does not equate to anonymity. In order to conduct a complete and fair investigation, anonymity usually cannot be provided.

Corrective Action: Gravy Train will take what it believes to be appropriate, proportional corrective action where a violation of this policy is found. Corrective action may include training, policy reviews, coaching, reassignment, a range of disciplinary actions, and even termination of an employment or business relationship. Applicants and employees will not be subjected to corrective action for a good faith report of perceived discrimination, harassment, or retaliation—even if the investigation finds the report was erroneous, unfounded, or inconclusive. At the same time, if an investigation uncovers wrongdoing by the accuser, such collateral findings cannot be ignored.

False Accusations: It is highly unusual for an investigation into a report of discrimination, harassment, or retaliation to determine the accusation was false and made in bad faith. Should this rare instance occur, however, the accuser will be subjected to corrective action.

Documentation: Documents containing reports of discrimination, harassment, or retaliation, and documentation of

investigations into such reports, are not placed in official personnel files of either the accuser or the accused. Instead, such reports and investigatory documents are maintained in separate complaint/investigation files maintained by Gravy Train Human Resources. Only corrective action(s) taken as a result of such investigations will be placed in the applicable employee's official personnel file.

General Employee Information

In this section you will find general employment information. Should you have questions regarding any of the information outlined in this section you are encouraged to contact your manager or Human Resources. Failure to comply with policies and processes listed in this document may lead to disciplinary action up to and including termination.

HIPAA

Pizza Ranch and its insurance carriers are required by applicable federal and state laws to maintain the privacy of your "Protected Health Information" (PHI). Pizza Ranch is committed to protecting and safeguarding against the improper disclosure of PHI pursuant to any obligations it may have under HIPAA.

PHI is individually identifiable health information about you. All of the following are examples of Protected Health Information:

- Demographic information, like your name, address and social security number;
- Medical information that relates to your past, present or future physical or mental health that is collected, created or received from you, a health care provider, a health plan, employer, or a health care clearing house; the providing of health care; *or*
- The past, present, or future payment for providing health care to you.

Pizza Ranch's security policies and procedures governs all medical information that is communicated verbally, in writing, or electronically (E PHI). E PHI includes information that is stored on a CD, sent via e-mail or stored on a computer.

For more information about your privacy rights and our privacy practices, or if you have a concern or complaint, please contact your manager or the HIPAA customer service department for the group medical plan pertaining to your individual situation.

PCI DSS Compliance Requirements

Purpose

These security policies and procedures have been put in place to protect payment card data at Gravy Train stores. These policies ensure compliance with PCI DSS and maintain a secure network and systems.

Scope

This policy applies to:

- All Gravy Train locations handling payment card data.
- All employees, contractors, vendors, and third parties with access to payment processing systems.
- All hardware, software, and network components involved in storing, processing, or transmitting cardholder data.

Policy Requirements

Documentation of Security Policies & Procedures

- All security policies and procedures must be formally documented and stored in a central, accessible location.
- Policies must cover:
 - Password management
 - Firewall and network security
 - System configuration and hardening
 - Malware and antivirus management
 - Patch management
 - Employee security awareness training
 - Vendor and third-party access controls

Keeping Policies Up to Date

- Policies must be reviewed at least annually and updated as needed based on new threats or business changes.
- Any updates must be communicated to all affected personnel.
- A log of policy updates must be maintained, documenting changes and approval dates.

Ensuring Policies Are in Use

- Management is responsible for enforcing policies in daily operations.
- Regular audits and compliance checks will be conducted to confirm adherence.
- Violations must be documented and corrective actions taken immediately.

Training & Awareness

- All employees with access to payment systems must be trained on security policies.
- Training must be conducted upon hiring and at least once per year thereafter.
- Employees must acknowledge their understanding and compliance in writing.

Roles & Responsibilities

Role	Responsibility
Store Manager	Ensures all employees follow security policies
IT Team	Maintains firewalls, security patches, and network controls
Compliance Officer	Conducts audits and ensures policies are updated
Employees	Follow security procedures and report issues

Assignment and Distribution of Work Duties

The restaurant manager on duty has the sole responsibility to assign and distribute work duties in the restaurant. When requested, you are expected to perform any particular job function to the best of your ability and within the time frame requested by your manager. Failure to perform assigned duties may result in disciplinary action up to and including termination. See also Progressive Discipline Process.

Utilization of Work Time

Improper use of work time may disrupt the work environment causing undue hardship for your fellow team members. Care should be taken not to interfere with team members while they are performing their job duties by engaging them in conversations that are not business related or by causing other non-work-related distractions.

Violation of any part of this policy may result in disciplinary action up to and including termination. See also Progressive Discipline Process.

Personnel File

Pizza Ranch collects and maintains information on its employees in order to comply with legal requirements and to manage its workforce. Employment files, and the information contained in them, are the property of Pizza Ranch. Employment files are confidential and are kept in locked file cabinets and/or a locked office.

You have an official personnel file that contains your employment information, such as your employment application and resume, training records, performance evaluations, disciplinary records, acknowledgement forms, and other employment records. Some information, such as confidential medical information, is kept separately from the official personnel file and is subject to additional restrictions for viewing and release.

You may request an appointment to view your official personnel file by submitting a request to Human Resources. Then, at a mutually agreeable time, you may review your file in the presence of Human Resources or a designated individual. You may get a copy of anything in your own personnel file, but you may be required to pay a reasonable copying fee at the rate charged by a commercial copying business. If any errors are found in your official personnel file, you can submit a written statement to Human Resources that identifies the error and provides corrected information. Some information such as your employment references and background checks, and confidential legal documents, are not available for you to see.

Employee information is available to the management of Pizza Ranch on a need-to-know basis. In addition, government or law enforcement officials may be granted access to employment information, as required by law, subpoena, or other legal proceeding.

Except as described in this policy, employment information may not be viewed or removed from employee files without the permission of Human Resources.

Personnel Information

It is your responsibility to keep your personnel records up to date. It is important that you notify your manager in writing of any changes in name, home address, telephone number, family status change for insurance purposes, income tax withholding, or other information relevant to your personnel information. Payroll is typically processed through direct deposit; therefore, it is important to inform management of any changes to your bank routing number and/or bank account number to ensure timely and accurate payment.

Inclusion

We believe the best ideas come from varying perspectives and voices. When we support and uplift one another, we create better experiences for our employees, customers, and communities.

Being an ally means:

- Advocating for others
- Sharing opportunities
- Recognizing differences
- Listening, supporting, and learning

Inclusion is an ongoing commitment to growth, accountability, and positive change. Together, we build a stronger, more welcoming workplace.

Performance Reviews

Each team member's work performance may be reviewed at a minimum one time on an annual basis. Performance appraisals can be expected upon completion of the first ninety days, annually thereafter, and when deemed appropriate. Supervisors may conduct informal performance appraisals at their discretion. These discussions allow a team member to talk with management about improvement areas, as well as those in which the team member excels. The goal is to assist team members in performing their job duties to the highest level of their abilities. The appraisal discussion is also a good time for the team member and supervisor to set work goals. Team members may have a written copy of the appraisal upon request.

Performance reviews do not necessarily coincide with pay adjustments or indicate that a pay adjustment is due. Pay increases are not automatic at Pizza Ranch, and are contingent upon many factors. Such factors include your performance and conduct, internal fairness and consistency, compliance with applicable laws and regulations, financial resources, business plans and forecasts, comparable compensation within the relevant labor market, and Pizza Ranch's compensation strategies.

Promotions

Opportunity to advance in position and/or pay can come quickly for you at Pizza Ranch. Many managers began their careers with the company as hourly employees. Promotions are based on staffing needs, individual skills, performance history, and capabilities. Promotions are a reward for a job well done. All promotions must be approved by the Gravy Train Management Team.

Security and Monitoring

Pizza Ranch recognizes the importance of effective communication as an important part of conducting business. This exchange of information is a dual responsibility: the company to the team member and the team member to the company.

Pizza Ranch computer systems are company assets that require careful safeguarding against unauthorized access and use. Computer systems refer to all information technology systems that access, process, or have custody of company information as well as the physical equipment itself.

Pizza Ranch provides employees with access to its computer system and networks including email and internet, primarily for use in conducting Pizza Ranch business. Computers are not to be used for personal or any other non-business purpose. No employee should have any expectation of privacy as to his or her technology use on Pizza Ranch-provided technology. Employees should be aware that Pizza Ranch's technology systems are the property of Pizza Ranch and are subject to monitoring and controls. By using the employer's network and computer systems, employees provide their consent to having activity and accounts accessed, monitored, reviewed, recorded and stored without notice. Pizza Ranch reserves the right to monitor, review, audit, intercept, access, and disclose all messages created, received or sent over the communications systems for any purpose.

Systems and other computerized programs that operate by codes and passwords can be overwritten if it appears necessary to implement surveillance relevant to an investigation of Pizza Ranch. Passwords, encryption software, and other security systems and methods may be used to protect Pizza Ranch information from access by third parties or other unauthorized persons. Your password is like a key to Pizza Ranch's buildings; you are responsible for what happens to your password. If you give it away or store it improperly, you may endanger the entire network, not just your own files.

At the same time, passwords and other security systems and methods shall not be used to prevent Pizza Ranch from using Pizza Ranch's electronic devices, technology and communications at any time, as Pizza Ranch deems necessary. In other words, employees shall not do things that prevent Pizza Ranch from accessing its own files or equipment. Accessing files or equipment may be necessary if an employee is ill or otherwise unavailable or for other legitimate Pizza Ranch purposes. Therefore, you may be required to share your passwords or other access codes with authorized Pizza Ranch General Manager and/or Gravy Train Leadership and HR. Only authorized individuals may use, read, alter, delete, access, or attempt any of the foregoing, regarding another user's password or data.

Log out before you leave your computer unattended. Any team member who is in violation of this policy may be subject to disciplinary action up to and including termination.

Bulletin/White Board Communication

Pizza Ranch maintains company bulletin boards to post notices required by law, and to communicate company information to employees regarding safety, policies, and other matters related to your employment. Legally required postings can be removed, replaced or updated only by the Human Resources. To aid communication, employees should check bulletin boards on a regular basis. To prevent clutter and ensure that all posted material communicates information of a business necessity, employees cannot post anything on company bulletin boards. It is the team member's responsibility to refer to the bulletin board periodically. Only company-authorized postings may be placed on the bulletin board.

Staff Meetings

Your supervisor will conduct periodic meetings to share information, formulate plans and schedules, and discuss solutions to common problems. These meetings are normally brief and considered mandatory unless otherwise specified. Mandatory meetings during non-work hours are paid.

Introductory Period

A ninety-day introductory period has been established to give new team members an opportunity to demonstrate an ability to achieve a satisfactory level of performance and to determine whether the position meets your expectations. This period also provides Pizza Ranch the opportunity to evaluate your capabilities, work habits and performance.

Since your employment with Pizza Ranch is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, Pizza Ranch may also terminate your employment at any time during the introductory period, with or without cause or advance notice.

This introductory period may be extended should your supervisor or Franchise Owner determine that this is not enough time to sufficiently evaluate your performance. The completion of the introductory period does not alter the at-will statement.

Progressive Discipline Process

While it is in the best interest of our employees to offer positive guidance and training from the initial time of employment throughout their tenure, there may be occasions when entering a more formal progressive discipline process is necessary to guide employees back to achieving optimal performance. The progressive discipline process provides a structured approach for addressing and resolving performance or behavioral concerns. At Pizza Ranch's discretion, progressive discipline may proceed along the following line: verbal warning, written warning, final written warning, and termination. The type of disciplinary action taken will be at Pizza Ranch's sole discretion, and takes into

account many considerations.

Pizza Ranch reserves the right to combine, skip, or reorder any steps in the process depending upon the nature of the offenses and the circumstances. In some situations, Pizza Ranch, in its discretion, has the right to immediately terminate an employee without warning or the use of progressive discipline should the situation call for such action. Because facts and circumstances vary, action taken in one situation should not be construed as setting a precedent for how action will be taken in any other situation.

Documentation

Each step in the Progressive Discipline Process will be documented using an appropriate form. This documentation will serve as a record of the employee's progress and will be stored in their personnel file. This process ensures that employees are treated consistently and fairly while providing a clear pathway for addressing and resolving concerns. The goal is to encourage positive changes and maintain a productive, respectful workplace.

Employee Separation

Pizza Ranch is an employer "at-will," meaning the company or the team member has the right to terminate the relationship at any time, with or without notice and/or with or without cause. Detailed below are the three types of terminations:

Voluntary Termination

A voluntary termination is a team member-initiated employment separation for the following reasons:

- Team member resigns with or without notice.
- Team member is absent for three shifts in a 90-day period without proper notification to the company.
- Team member is a no call, no show for three consecutive shifts, which is considered job abandonment.

To allow adequate time for replacement and to avoid an undue burden on the remaining Pizza Ranch team members, resigning team members are asked to provide their supervisor with two weeks' advance written notice. It is at the supervisor's discretion whether the team member will work the entire notice period or be released early. Unused PTO at separation will be paid out only as required by applicable state law. If there is no state law, PTO will not be paid out.

Involuntary Termination

An involuntary termination may occur for a variety of reasons – some of which may be personal to the employee, and some of which may relate only to business needs. For example, you may be discharged for poor performance, misconduct, absenteeism, reduction in force, job elimination, location closing, or any combination of these. Advance notice for this type of involuntary termination can rarely, if ever, be provided. Unused PTO at separation will be paid out only as required by applicable state law. If there is no state law, PTO will not be paid out.

Insurance Benefits

Health benefits for you and any dependents covered under your health plan will generally terminate at the end of the month you separate from the Company. Claims for services after this date will normally be denied. The plan documents are the governing documents regarding actual benefits provided. Some insurance benefits may have continuation options. If you wish to continue any insurance benefit after termination, ask Human Resources for information on whether continuation is available and the conditions of continuation.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) qualified persons may continue health coverage for up to eighteen months after termination (or another qualifying event).

There are strict rules when you can use COBRA. COBRA lets an eligible team member and dependents choose to continue their health insurance coverage when a “qualifying event” happens. Qualifying events include the team member’s resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance. The COBRA application will be mailed to an address you specify or to your last known home address, by first class mail and by certified mail.

Final Paychecks

Your final paycheck will be paid at the next regularly scheduled payday or in accordance with local, state, or federal law. All company owned property, which may have been issued to you as part of your employment must be returned.

Exit Interview

Upon resignation from Pizza Ranch, you may be asked to schedule an exit interview with your supervisor or Human Resources. The purpose of the exit interview is to give you an opportunity to comment regarding the circumstances of your separation. During the exit interview, your supervisor will discuss how your termination affects your benefits.

If not already performed, you will be asked at this time to return any company owned property, which may have been issued to you as part of your employment.

Compensation and Benefits

Equal Pay and Pay Transparency

Gravy Train prohibits pay discrimination on the basis of sex. Employees in the same work location who perform substantially equal work will be paid at the same rate regardless of their sex, except where differences in pay are based on:

- A seniority, merit, or incentive system.
- Any factor other than an employee's sex.

This Policy covers jobs that require substantially equal skill, effort, and responsibility and are performed under similar working conditions.

If you believe that you have been discriminated against in violation of this Policy, you must immediately report your concerns to your supervisor and Human Resources.

Payroll Policies

Pizza Ranch's policy and practice is to pay its employees for all time worked. Both non-exempt and exempt employees must record the time they start and stop working every day by clocking in when they start working and clocking out when they stop working.

Pizza Ranch may make deductions from employees' wages for: (1) any purposes required or permitted by law (e.g., taxes, garnishments, child-support wage withholding), or (2) any purpose accruing to the benefit of the employee for which the employee has provided written authorization (e.g., insurance premiums, 401(k), flex-spending or savings programs). Pizza Ranch cannot mail any paycheck, including final paychecks, without written authorization from the employee. If you wish to have a paycheck mailed, you must provide a written, signed authorization to your General Manager.

Every employee has the responsibility to review the employee's pay stub each pay period. Deductions from an exempt employee's salary other than those explained in this policy may be improper. If it is believed an improper deduction has been taken from salary, an employee should immediately report it to their supervisor. Supervisors must report it immediately to the General Manager and Human Resources. All complaints will be promptly investigated. The complaining employee may be required to provide documentation or other information to assist in that investigation. If the deduction is determined to be improper, the amount deducted will be reimbursed on the next regularly scheduled paycheck. An exempt employee who brings forth a good faith complaint of a potentially improper pay deduction from salary will not be subjected to retaliation for doing so.

Pay Periods/Pay Checks

Your workweek begins on Monday and ends on Sunday. No payroll information will be released to any other person other than yourself without written authorization, unless required by law, subpoena, or other legal proceeding. Borrowing against money earned or securing payroll check advances is not permitted.

All employees will be paid twice a month. Pay periods will be the 1st day of the month through the 15th day of the month payable to the employee by the 25th day of the month, and the 16th day of the month through the last day of the month payable to the employee by the 10th of the following month unless otherwise required by law. In the event a scheduled payday falls on the weekend, the employee will receive their Direct Deposit on the Friday prior to the scheduled payday. These dates are based on estimates and actual times are based on banking institute.

Timekeeping

You will be responsible for recording and reporting your work hours daily. You may not begin work prior to 1 minute before your scheduled start time. It is your responsibility to be checked out by the manager on duty prior to leaving. Working overtime, or working beyond scheduled hours, without the prior approval of your General Manager may result in disciplinary action up to and including termination of employment. Additionally, altering, falsifying, or tampering with time records may result in disciplinary action up to and including termination.

Non-exempt employees are responsible for accurately recording their absences and time worked. Federal and state laws require that Pizza Ranch keep an accurate record of all absences and time worked by non-exempt employees so that pay and overtime can be properly calculated.

Employees must record their time using Revel. Employees should record on a daily basis all actual time worked, including the starting and stopping times of each workday, and all time away from work, including the starting and stopping times of unpaid break periods [and sick leave, vacation days, and company holidays].

Non-exempt team members who work more than forty hours in a Monday through Sunday workweek will be compensated at one and one-half times their regular hourly rate of pay. The manager on duty must be notified and approve of all overtime.

Time worked includes all time spent performing any duties for the benefit of Pizza Ranch.

Altering, falsifying, or tampering with time records, or a time clock is strictly forbidden. Employees who violate this policy may be disciplined up to and including termination of employment.

Exempt Employee Pay

Exempt employees are not paid based on the time or hours worked and are not eligible for overtime pay. Instead, exempt employees are compensated on a “salary basis.” This means the exempt employee receives a predetermined amount of salary each pay period that is not subject to reduction because of variations in the quality or quantity of the work performed. Although exempt employees receive a predetermined salary for any week during which work is performed, they may not receive any pay for weeks where no work is performed when the exempt employee does not have paid time off available.

Beyond deductions for taxes, voluntary benefits, employee-authorized deductions, and court-ordered payments (e.g., garnishments), the only deductions allowed from an exempt employee’s salary include the following:

1. Full day increments of salary may be deducted for absences due to personal reasons other than sickness or disability where paid time off is unavailable.
2. Full day increments of salary may be deducted for absences due to sickness or disability (including work-related accidents), where paid time off is unavailable.
3. Full-day or partial-day absences taken as unpaid leave under the Family and Medical Leave Act (FMLA). See Pizza Ranch's FMLA LEAVE POLICY.
4. Full day increments of salary may be deducted as a disciplinary suspension, when imposed in good faith, for an infraction of a major safety rule.
5. Full day increments of salary may be deducted as a disciplinary suspension, when imposed in good faith, for an infraction of Pizza Ranch’s workplace conduct rules concerning harassment, violence, drugs/alcohol, and violations of the law.
6. Any increment of salary may be deducted for time not worked in the initial (first) or final (last) weeks of employment with Pizza Ranch.
7. Pizza Ranch may offset an exempt employee’s salary for fees the exempt employee receives for serving as a witness, on a jury, or for temporary military leave.

Pizza Ranch prohibits deductions from an exempt salaried employee's pay except as required or permitted by applicable law.

Tips

Tip Pooling is a way to share tips received by a restaurant among all those who impact the experience of the diner. Due to Pizza Ranch’s business model, tips are sometimes left at a table or at the point of payment.

This policy outlines the tip pooling practices for those employees who are eligible and wish to participate in the tip pooling arrangement and includes how to manage the arrangement.

In addition to Human Resources (HR), all managers and supervisors understand the specific procedures for participation and can answer detailed questions regarding the workings of the tip pool program for newly hired staff.

Eligible Contributing Team members include all team members who may or may not earn a tip while working inside the Pizza Ranch building. Eligible Contributing Team Members who do not regularly and customarily receive tips must earn at least minimum wage to be included in the tip pooling arrangement. Eligible Contributing Team Members must sign a copy of the Tip Pooling Acknowledgement form to show they are aware of and agree to this policy.

Non-Eligible Receiving Team Members are those who are unable to participate in the receiving of tips from a tip pooling arrangement. This includes any and all employees with a manager title.

Delivery Drivers do not participate in a tip pooling contribution arrangement and they do not receive tips from a tip pooling arrangement. Delivery Drivers will be able to receive tips that are designated to them through our delivery sales. Delivery sales is not part of the tip pooling arrangement.

Cash Tips

Any cash tip received at the point of sale, table side, or given to a team member directly must be delivered to a common tip gathering location, as defined and communicated in new team member orientation. Cash tips must be entered into point of sale before the end of each shift by the manager on duty. Failure to submit cash tips as described above may result in written disciplinary action and up to termination.

Distributing Tips

Tips must be distributed to eligible team members according to a consistent schedule. This can be done within Revel and will administered through that system. Tips will be paid out through payroll on the normal pay period schedule.

Reporting Tips Collected

Any tips collected must be reported as tips for IRS tax purposes. Team members can report their tips collected via the time clock system.

Legal Compliance

It is the policy of Pizza Ranch to comply with all federal, state, and local tax laws regarding tips and tipped income. All tips must be reported to payroll for inclusion in wages reported to tax authorities. If any points of this policy conflict with local or state laws, the stricter law will be used. Where these laws may affect team member pay, the most generous applicable law will be applied.

Incentives and Competitions Policy

Gravy Train Restaurant Management may, from time to time, implement incentive programs or competitions to encourage positive guest engagement and reviews. These incentives may include, but are not limited to, earning positive reviews on platforms such as Google, Facebook, or through the Pizza Ranch website.

Eligibility and Good Standing

Participation in any incentive or competition is a privilege. To be eligible to receive an incentive, bonus, or award from Gravy Train, employees must be in good standing with the company at the time the incentive is awarded.

Good Standing Definition

An employee is considered to be in good standing if they:

- Are actively employed by Gravy Train at the time the incentive or bonus is distributed.
- Are not serving a disciplinary action, such as a written warning, final warning, or suspension.
- Have not engaged in misconduct or policy violations that would disqualify them from representing the company positively.
- Are meeting basic job performance and attendance expectations.

Employees who are not in good standing at the time of payout may be deemed ineligible to receive incentives, bonuses, or awards—even if they previously met the criteria for earning them

Local Incentives (Gravy Train)

- Incentives created and managed by Gravy Train may involve asking friends, family, and guests to leave positive reviews (including 5-star reviews) on Google, Facebook, or the Pizza Ranch website.
- These programs will have specific rules and guidelines, which will be communicated when an incentive is launched.
- Please note: Qualtrics surveys are owned and managed by Pizza Ranch, Inc. Gravy Train may issue a bonus to employees based on those results; however, any incentive or bonus tied to Qualtrics survey results is separate and must be based on authentic guest feedback. Survey results may not be falsified or influenced in any way.

Corporate Surveys (Pizza Ranch, Inc.)

- Surveys administered by Pizza Ranch, Inc. Corporate through Qualtrics (typically found on customer receipts) are **not** part of Gravy Train's incentive programs.
- These corporate surveys require proof of purchase and are used by Pizza Ranch, Inc. to measure guest satisfaction and to determine eligibility for corporate-level incentive trips, and recognition programs.
- Employees must not encourage falsification, manipulation, or misuse of these surveys in any way.

Integrity of Incentives

- Employees are expected to participate in incentives honestly and in good faith.
- Any attempt to falsify, manipulate, or improperly influence the outcome of an incentive or competition that is tied to a bonus or via Qualtrics—whether managed by Gravy Train or by Pizza Ranch Corporate—may result in disciplinary action, up to and including termination of employment.

Key Distinction

- **Gravy Train incentives** = May ask friends, family, or guests for reviews on Google, Facebook, or Pizza Ranch website.
- **Corporate surveys (Qualtrics)** = Proof of purchase required, used for corporate-level reporting and incentives, and must never be falsified or altered.

Work Perks

Meal Discounts and Policy

Meal discounts are offered to all employees at all times. Employees scheduled to work 4 hours or more are entitled to one free buffet to be used by the employee only:

- Within 30 minutes before their scheduled shift
- During an unpaid break (employees are not permitted to eat while clocked in)
- Within 30 minutes after their scheduled shift.

Buffet Your Way and to-go orders are not included. Food must be eaten in the restaurant before or after the shift or during break time and may not be taken home.

Employees working less than 4 hours or coming in on their day off/not when they are scheduled to work are eligible for 25% off buffet pricing. Pizza Ranch also invites employees and their families to dine at Pizza Ranch during times the employee is not working. The employee must be present at the time of payment to receive the discount.

Beverage Policy

- When you receive your free meal, you may use a plastic reusable cup (not a to-go cup) to enjoy a free soda.
- At all other times, if you wish to have a free soda, you must use the small disposable soda cups provided. Plastic reusable cups are only permitted during your designated break/free meal.
- If you want a to-go cup for soda, you may purchase one.
- Employees are allowed to bring their own personal reusable cup, but it may be used for water only. It is against policy to fill personal cups with soda or any beverage from the soda machine other than water.

Company Paid Benefits

This section covers the company paid benefits available to you as a team member of Pizza Ranch. Social Security, Medicare, and Worker’s Compensation cover all team members, and Unemployment Compensation as provided by State and Federal Law.

Social Security

Your employment at Pizza Ranch is covered by the Social Security Act, which provides retirement and disability benefits for covered wage earners. It also provides a lump sum death benefit and survivors’ benefit for your dependents under certain conditions. The Company is required to deduct a percentage of your pay from your paycheck as your contribution. The Company makes a matching contribution, which along with your contribution is credited to your individual account.

Medicare

Your employment at Pizza Ranch also provides you with Medicare coverage, which is a health insurance program for people 65 years of age and older, and people with disabilities under age 65. The company is required to deduct a percentage of your pay from your paycheck, through Medicare taxes, as your contribution.

Worker’s Compensation

If you suffer an “on-the-job” injury or occupational disease, a company-paid Worker’s Compensation Insurance Plan covers the cost of treatment. The plan also provides for weekly compensation to begin after the appropriate state waiting period. The amount of compensation benefit depends on your earnings. A death benefit is provided for death resulting from an occupational injury or disease. You must report any “on-the-job” injury to your

Supervisor immediately. Failure to do so may result in denial. Even if you don't feel you'll need medical attention, it is important to report your injury. To be eligible for Worker's Compensation Medical Benefits, your treatment of an "on-the-job" injury or occupational disease must be made by the Company-designated physician. If you obtain treatment elsewhere without approval from the Company, except in the case of an emergency, the medical expenses may not be covered.

Unemployment Insurance

The company contributes to a state fund, which provides unemployment benefits to eligible team members when they are laid off from their job. This benefit is funded by a state tax paid by the company with no cost to you.

Employee Retirement Income Security Act of 1974 (ERISA)

As a participant of Pizza Ranch® plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA).

Reporting

ERISA provides that all plan members shall be entitled to: Examine all plan documents, at the plan administrator's office, without charge. This includes insurance contracts and copies of all documents filed by the plan with the U.S. Department of Labor. Examples of this include detailed annual reports and plan descriptions. – Obtain copies of all plan documents and other plan information upon written request to the plan administrator.

Disclosures

The administrator may make a reasonable charge for the copies upon requesting to receive a summary of the plan's financial report. The plan administrator is required by law to furnish each member with a copy of this summary annual report.

Fiduciary Duties

In addition to creating rights for plan members, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of you and other plan members and beneficiaries. No one, including your employer, may terminate you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA. If your claim for a welfare benefit is denied in whole or in part, you must receive a written explanation of the reason for denial. You have a right to have the plan reviewed and your claim reconsidered. If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest Area Office of the U.S. Labor- Management Services Administration, Department of Labor.

Remedies

If you believe your employer has terminated your benefits plan in violation of your rights under ERISA, you can submit a complaint to the Department of Labor or institute legal action against your employer. ERISA is a federal program and falls under federal court jurisdiction.

Disclaimer

Any description of employee benefits in this handbook only summarizes the provisions of a formal benefit Plan document and does not attempt to cover all of the details contained in the Plan document. The operation of the

Plan, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) _ may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan document. To the extent that any of the information contained in this employee handbook is inconsistent with the official Plan document, the provisions set forth in the Plan document will govern in all cases. If you wish to review the Plan document, please refer to the section of the summary plan description for this benefit plan entitled “YOUR RIGHTS,” which discusses your ability to review the Plan document.

Company Sponsored Benefits

Regular Full-Time – You are considered a regular full-time team member if you work a minimum of 30 hours per week on a regular schedule. As a regular full-time team member, you are eligible for health, dental, and supplemental benefits listed on our benefit website.

- General Managers are eligible for benefits beginning the first of the month following 30 days after hire, or immediately upon promotion into a General Manager role.
- Guest Service Managers, Kitchen Managers, Shift Managers, Assistant General Managers, and eligible team members are eligible for benefits beginning the first of the month following 60 days after hire, or immediately upon promotion into one of these full-time positions.

Regular Part-Time – You are considered a regular part-time team member if you work less than 30 hours per week on a regular schedule:

- If you work at least 20 hours per week, you are eligible for supplemental benefits listed on our benefit website.
- If you work less than 20 hours per week, you are not eligible for supplemental benefits but remain classified as a regular part-time team member.

Temporary – You are considered a temporary team member if you were hired to work either a full-time or part-time schedule for a period not exceeding six months. As a temporary team member, you are not eligible for company-sponsored benefits unless specified, but you are eligible for statutory benefits as required by law.

Separately, all employees are classified as either non-exempt or exempt in accord with the Fair Labor Standards Act (“FLSA”). Exempt employees perform job duties that qualify them as an executive, administrative, professional, or another exempt category as provided within the FLSA. In addition, exempt employees are typically paid on a salary basis (meaning they receive the same amount of base pay each week). Exempt employees are not eligible for overtime pay. Exempt employees are only required to track their time off from scheduled work. All other employees are non-exempt and are paid overtime for hours worked over 40 in a workweek.

The law requires all non-exempt employees to track all time worked. Accordingly, non-exempt employees must track all time worked for the benefit of Pizza Ranch. This helps ensure that overtime is properly accounted for and paid to non-exempt employees. See also Overtime for Non-Exempt Policy.

From time to time, Pizza Ranch may review one or more job classifications and make changes to its FLSA classification in order to maintain compliance with the law and to recognize the changing nature of our jobs.

Benefit Website -- Scan the QR code below to access our benefits website and learn more about the comprehensive benefits offered by Gravy Train.



401k Information for Eligible Participants

Eligible full-time employees may participate in a retirement savings plan known as a 401(k) Plan. All employees are eligible to participate in the 401(k) Plan if they meet the criteria detailed in the existing or revised plan documents, which are available from Human Resources.

The 401(k) Plan shall be subject to revision by Gravy Train, and in compliance with IRS rules, and State and Federal regulations, as may be applicable.

Employee Time Off Work

Paid Time Off (PTO)

Gravy Train offers its eligible management employees paid time off (PTO). PTO is designed to provide flexibility for vacation, illness, appointments, and personal needs. All full-time management employees are eligible for PTO.

PTO is earned each pay period by eligible employees, with the amount depending on role and years of service (see tables below). As an employee earns PTO hours, they are credited to his or her PTO bank. When an employee takes time off, the hours are reduced from that PTO bank.

Paid hours/days absent from regularly scheduled work—including medical and dental appointments, personal business, vacation, and illness—will be charged to available PTO, except for bereavement leave, jury/witness duty, paid parental leave, and other state-mandated paid leaves, which are covered under separate benefits.

The use of PTO must be requested in advance and approved by the employee’s manager or supervisor, who will approve or deny the absence based on staffing, operational needs, and whether the employee is in good standing with performance expectations. PTO requests may be denied if the employee is subject to active disciplinary action, has documented performance issues, or if the timing of the request would create operational hardship.

PTO Benefit Scale – Full-Time Management

PTO begins accruing on the employee’s first day of employment and continues at the same rate until a change in role, years of service, or employment classification occurs.

PTO accrues each pay period (on the 10th and 25th of the month), based on the tables below. Accrual of PTO stops once an employee’s PTO bank reaches the maximum balance (cap).

Guest Service Managers, Kitchen Managers, Shift Managers, Assistant General Managers

Years of Service	Accrual Rate per Pay Period	Approx. Annual Accrual	Equivalent Days (8-hour shifts)	Maximum PTO Balance (Cap)
0–1 Year	1.67 hours	40 hours	5 days	40 hours
2–3 Years	2.00 hours	48 hours	6 days	40 hours
4–5 Years	2.33 hours	56 hours	7 days	40 hours
6+ Years	2.67 hours	64 hours	8 days	40 hours

General Managers

Years of Service	Accrual Rate per Pay Period	Approx. Annual Accrual	Equivalent Days (8-hour shifts)	Maximum PTO Balance (Cap)
0–1 Year	3.33 hours	80 hours	10 days	80 hours
2–3 Years	4.00 hours	96 hours	12 days	80 hours
4–5 Years	5.00 hours	120 hours	15 days	80 hours
6+ Years	6.00 hours	144 hours	18 days	80 hours

PTO Balance Rules

- **Maximum Balance (Cap):** PTO balances are capped at 40 hours for Guest Service Managers, Kitchen Managers, Shift Managers, and Assistant General Managers, and 80 hours for General Managers. Once the cap is reached, accrual pauses until PTO is used and the balance falls below the cap.
- **Rollover:** Unused PTO may carry into the following calendar year; however, total balances can never exceed the maximum cap.
- **Negative PTO (Borrowing):** With prior manager approval, employees may be allowed to borrow PTO in advance of accrual. This should only be used in exceptional circumstances and must be approved before the absence. Repeated use of negative PTO without approval may result in disciplinary action, up to and including termination.
- **Final Payout:** Unused PTO at separation will be paid out only as required by applicable state law. If there is no state law, PTO will not be paid out.

PTO Request and Approval Process

- General Managers must obtain District Manager approval at least 14 days in advance for PTO of two or more consecutive days.
- Shift Managers, Guest Service Managers, Kitchen Managers, and Assistant General Managers must obtain approval from their General Manager at least 14 days in advance for PTO of two or more consecutive days.
- All PTO requests must be submitted to the employee’s direct supervisor for approval.
- General Managers are responsible for notifying their District Manager when a Shift Manager, GSM, KM, or AGM uses PTO so balances can be tracked by the District Manager/HR. District Managers/HR are responsible for tracking PTO used by General Managers.

Compliance with Illinois Paid Leave for All Workers Act (PLAWA)

The Illinois Paid Leave for All Workers Act (PLAWA) requires Illinois employers to provide up to 40 hours (5 days) of paid leave per year for all employees. Gravy Train/Pizza Ranch provides PTO benefits to management employees

that exceed PLAWA minimum requirements; therefore, PLAWA does not apply to management roles covered under this policy.

Non-management Illinois employees not covered under this policy will receive leave benefits in accordance with PLAWA requirements.

Work Schedule

Work schedules will be posted each Tuesday for the upcoming workweek. All schedule requests for time off must be placed 14 days prior to the day off requested to allow timely completion of the schedule. After the schedule is posted, your General Manager or Assistant General Manager must approve all schedule changes, including the switching of shifts. Every effort will be made to accommodate time-off requests; however, the needs of the business will take priority.

Break Policy

Employees working 7.5 or more hours will be given a scheduled 30-minute unpaid meal period, which must begin no later than 5 hours into their shift. Employees must clock in once their full break period has ended. Generally, meal breaks should be taken before or after the popular business hours of the establishment so as to not interfere with the efficiency and running of the establishment. Your manager will schedule your breaks according to company needs and in compliance with local, state, and federal law requirements. Please note that smoking is only permitted in designated areas during scheduled breaks.

During meal breaks for which employees are clocked out, employees are completely relieved of duty. Employees must never perform any work while clocked out. Employees must not come in early, stay late, or work during a scheduled break time without prior approval from your manager.

Reasonable restroom breaks will be provided as needed. Additional rest breaks may be offered at the manager's discretion if time permits, but they are not guaranteed. Employees need not clock out for breaks of 15 minutes or less in duration. Employees are not permitted to "stack" unpaid breaks—that is, employees are not permitted to "skip" one or two unpaid breaks and take the "skipped" break(s) back-to-back or by adjusting the start or quit times on a day. Employees must clock out for meal breaks more than 20 minutes in duration.

Attendance, Absence, and Sick Policy

Pizza Ranch is committed to maintaining a reliable and responsible workforce to ensure smooth daily operations. All employees are expected to be punctual and present at their scheduled shifts, in full uniform, and ready to work at their designated start time. To maintain fairness and consistency, the following guidelines apply to all employees regarding attendance, tardiness, and absences due to illness.

Reporting an Absence or Tardiness

- Employees must notify the manager on duty at least three (3) hours prior to their scheduled shift if they will be late or unable to work.---could lead to action.
- Any employee arriving one (1) minute or more past their scheduled start time without prior management approval will be considered tardy.
- Employees may not clock in more than one (1) minute before the start of their scheduled shift and must be fully prepared to begin work immediately.
- If an employee has two (2) or more absences or late arrivals within a 30-day period, it may result in progressive disciplinary action up to and including termination.

No Call, No Show

Not reporting to work and not calling to report the absence prior to the start of the employee's workday is a no call/no show and is a serious matter. The first instance of a no call/no show may result in a Progressive Discipline Form. The second offense may result in termination of employment with no additional corrective action steps. Any no call/no show lasting three (3) consecutive shifts, is considered job abandonment and a voluntary termination of the employment relationship.

Shift Coverage Expectations

- If an employee is unable to work their scheduled shift, it is their responsibility to make every effort to find a replacement and inform management of the coverage arrangement.
- If an employee does not find a replacement and fails to report to work, this may result in progressive disciplinary action up to and including termination.

Absences Due to Illness

Pizza Ranch understands that employees may occasionally become ill and need time off to recover. To ensure the health and safety of all employees and guests while maintaining operational needs, the following guidelines apply:

- If an employee misses one (1) or two (2) consecutive shifts due to illness, they are not required to provide a doctor's note but must still attempt to find a replacement for their shift or it may result in progressive disciplinary action up to and including termination.
- If an employee is absent for more than two (2) consecutive shifts due to illness, they must provide a doctor's note to their manager. Failure to provide documentation may result in progressive disciplinary action.
- If an employee misses 25% or more of their scheduled shifts within a rolling 30-day period due to illness, they will be required to provide a doctor's note. If they fail to do so, it may result in progressive disciplinary action up to and including termination.

Communicable Disease Policy

At Pizza Ranch, we prioritize the health and safety of our employees and guests. We recognize that communicable diseases, such as influenza, measles, tuberculosis, viral hepatitis, and COVID-19, can pose risks in the workplace. We may update this list based on guidance from the Centers for Disease Control and Prevention (CDC).

If you are experiencing flu-like symptoms, diarrhea, vomiting, or other contagious symptoms, we ask that you use good judgment and refrain from coming to work to help prevent the spread of illness.

Pizza Ranch does not discriminate against employees or applicants based on a communicable disease diagnosis. Employees will not be denied access to work solely for having a communicable disease. However, if a medical determination deems it necessary for the well-being of the employee or others, we may implement temporary workplace restrictions.

We are committed to maintaining the confidentiality of employees with communicable diseases in compliance with all applicable privacy laws.

Time off due to illness will be covered using available PTO. If an employee is not eligible for PTO or has no PTO available, the time will be unpaid unless otherwise governed by local, state, or federal laws. Employees must also follow the company's attendance policy to properly report their absence.

Illinois Paid Leave for All Workers Act (PLAWA)

For employees working in Illinois, if they have accrued PLAWA time and request to use it, they may do so without consequence under this policy. Employees utilizing PLAWA for an absence are not required to find a replacement for their shift but are encouraged to. Please refer to the PLAWA section of the Illinois Addendum to this handbook for details.

Progressive Discipline for Attendance Violations

Failure to adhere to attendance expectations, including tardiness, excessive absences, or failure to attempt shift coverage, may result in progressive disciplinary action, which may include:

- Verbal warning
- Written warning
- Final written warning
- Termination

Employees are encouraged to communicate openly with management regarding attendance concerns. Pizza Ranch values a collaborative and supportive work environment and expects all team members to contribute to the overall success of the restaurant.

Holidays

Pizza Ranch may be closed Easter, Thanksgiving, Christmas Eve, and Christmas Day to allow employees to be with family and friends on these holidays. These are paid holidays for exempt employees and are unpaid for non-exempt employees.

Bereavement

As an exempt full-time team member, you will be granted up to three paid days of bereavement to attend to matters surrounding the death of a close family member or to attend a funeral. Additional days may be granted upon request with pending approval. Under this policy, a close family member is defined as spouse, child, parent, grandparent, brother, sister, aunt, uncle, niece, nephew, spouse's close family member or similar emotionally related person.

You must notify your supervisor as soon as possible regarding your request for bereavement.

Jury Duty

Pizza Ranch encourages team members to accept their community responsibilities by serving jury duty as summoned. Should this be the case, Pizza Ranch will pay regular full-time team members their base wage less the amount received from the court, but will not exceed one week's pay in any calendar year. Jury duty pay will be calculated on the team member's base pay rate times the number of hours the team member would otherwise have worked on the day of absence. Upon return from jury duty, you must submit your court compensation to your supervisor to determine appropriate pay.

If you are called for jury selection and/or to serve on a jury, you will be allowed the time off.

Witness Duty

Pizza Ranch encourages team members to appear in court for witness duty whenever subpoenaed to do so; however, witness duty is considered unpaid time. Should you be subpoenaed as a witness of the employer as the result of a job-related event, you will receive paid time off for the entire period of witness duty.

A team member who receives a notice to appear as a witness must provide their supervisor with a copy of the notice within 48 hours of receipt or as soon as practicable.

Pizza Ranch complies with state-specific witness and victims of crime leave obligations and offers leave in accordance with its requirements. Retaliation for an employee's taking leave permitted under this policy is strictly prohibited.

This policy does not extend leave to employees seeking leave because they or their family member(s) are a party to a civil lawsuit. Additionally, this policy does not extend leave to employees seeking leave because they have committed or are alleged to have committed a criminal act.

Leave of Absence

Pizza Ranch recognizes that team members have special needs, which require them to be away from work for a period of time. It is our policy to grant leaves of absence to team members in certain qualifying situations. Pizza Ranch Leave of Absence policy is intended to assist team members during difficult times, minimize business disruptions, and conform with the provisions of the Family and Medical Leave Act (FMLA) of 1993 or the appropriate local or state laws in states where mandated leave laws are more inclusive than the federal law. The leave may be paid for exempt employees or unpaid for non-exempt employees in accordance with the policies outlined in this section and applicable law. Pizza Ranch recognizes the following types of leaves:

- Bereavement Pay
- Jury Duty
- Witness Duty
- Time Off to Vote
- Medical Leave (non-FMLA)
- Personal Leave
- USERRA/Military Leave of Absence
- Family Medical Leave Act (FMLA)
- Elected Official Leave ³
- Emergency Responder Leave ⁴
- Drinking and Driving Class Leave ⁵

Time Off to Vote

Pizza Ranch encourages all team members to vote; however, since polls are open early and close late, you should schedule your voting time so as not to interfere with your work schedule. An employee of Pizza Ranch who is a registered voter and who does not have available to them two consecutive hours free from work, between the opening and closing of the polls, shall be entitled on election day to be absent from employment for two consecutive hours without any deduction from his or her pay on account of such absence.

The employee must give Pizza Ranch notice prior to election day of his or her intent to be absent.

Pizza Ranch retains the right and in its full discretion may specify the hours during which the employee may be absent.

³ This is specific to Illinois state law and included in the addendum.

⁴ This is specific to Iowa state law and included in the addendum.

⁵ This is specific to Iowa state law and included in the addendum.

Medical Leave

Any regular full-time team member who is absent from work five or more consecutive days due to illness or injury (not work related) is eligible for a Medical Leave of Absence or FMLA. Your need for this type of leave must be communicated immediately to your supervisor. The attending physician determines the duration of each medical leave. You will be required to produce documentation from your Physician, which specifies that you are disabled, the dates of your disability, and the date you are released to return to work. A doctor's statement must be given to your supervisor the day you return, releasing you to work. If you are otherwise eligible for Pizza Ranch group insurance coverage, we will maintain your coverage under the same contribution terms while you are on an approved medical leave of absence.

Your supervisor will discuss payment of your portion of the cost when you return to work.

Maternity leaves are handled in accordance with the medical leave of absence policy and FMLA, if applicable. In general, all Leaves of Absence are unpaid.

Personal Leave

If an emergency situation arises which cannot be accommodated through the time off policy provisions listed in this handbook, any regular full-time team member may request a Personal Leave of Absence. This request must be in writing and presented to your supervisor thirty days prior to the requested leave.

Requests for personal leaves other than those qualifying under the FMLA will be given consideration depending on business needs and circumstances involved.

If you are otherwise eligible for Pizza Ranch group insurance coverage, we will maintain your coverage under the same contribution terms while you are on an approved personal leave of absence. Your supervisor will discuss payment of your portion of the cost when you return to work. All Personal Leaves of Absence are unpaid.

Family and Medical Leave Policy

It is Pizza Ranch's policy to comply with the provisions of the Family and Medical Leave Act (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must: (1) have worked for the Pizza Ranch for at least 12 months, though it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a work site that has 50 or more employees within 75 miles. If you have any questions about your eligibility for FMLA leave, please contact the Human Resources.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, Pizza Ranch will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, "Medical and Other Benefits." On returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

Leave Entitlement

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is measured on a rolling year basis that is measured backward from the first date the FMLA leave is used. In other words, the amount of FMLA leave available is determined by subtracting the FMLA leave that has been taken during the 12-month period preceding the requested FMLA leave from the 12 weeks of available FMLA leave. You may take FMLA leave for any of the following qualifying events:

- the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);
- the placement of a child with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, child, or parent with a serious health condition;
- a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty); or
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position.

Serious Health Condition

A "serious health condition is an injury, illness, impairment, or physical or mental condition that meets one of the following requirements:

- Requires inpatient care (i.e., an overnight stay) at a hospital, hospice, or residential care facility, and includes period of subsequent incapacity or continuing care of a health care provider.
- Incapacitates the person for more than 3 consecutive calendar days and involves either
 - Two or more treatments by a health care provider, or
 - One treatment by a health care provider that resulted in a regimen of continuing treatment under his/her supervision.
 - Incapacitates the person due to pregnancy or prenatal care;
 - Is chronic and requires periodic treatment from a health care provider;
 - Is permanent/long-term and requires the supervision of a health care provider; or
 - Is non-chronic and requires multiple treatments from a health care provider.

Injury or illness covered by worker's compensation may also be a serious health condition covered simultaneously by FMLA leave. Ordinarily, the common cold, the flu, an earache, upset stomach, minor ulcers, non-migraine headaches, and routine dental problems will not meet these requirements to qualify as serious health conditions.

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, parent or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

Both Spouses Employed by Pizza Ranch

Spouses who are both employed by Pizza Ranch and eligible for FMLA leave may be limited to a:

- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
 - for the birth of a child and in order to care for that child;
 - for the placement of a child with the employee for adoption or foster care and in order to care for the newly placed child; or
 - to care for an employee's parent with a serious health condition.
- Combined total of 26 weeks in a single 12-month period if the leave is either for:

- military caregiver leave; or
- a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Notice of Leave

If your need for FMLA leave is foreseeable, you must give Pizza Ranch at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with Pizza Ranch first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and Pizza Ranch.

Where the need for leave is not foreseeable, you are expected to notify Pizza Ranch within one to two business days of learning of your need for leave, except in extraordinary circumstances. Pizza Ranch Family and Medical Leave Act request forms are available from Human Resources. Please submit a written request, using this form, when requesting leave.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, Pizza Ranch will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

If a medical certification is deficient, the employee will be given a chance to cure the deficiency. If the employee fails to do so after 7 days, Human Resources or a member of management, but not the employee's immediate supervisor, may directly contact the health care provider to obtain the necessary information. The employee must provide the health care provider with any required HIPAA consent so information can be provided directly to Pizza Ranch.

Pizza Ranch may also require the employee to provide confirmation of a family relationship when FMLA leave is requested for a family member. Failure to comply with certification requirements may result in denial or discontinuation of FMLA leave.

Second Opinion

Pizza Ranch, at its expense, may require an examination by a second health care provider designated by Pizza Ranch. If the second health care provider's opinion conflicts with the original medical certification, Pizza Ranch, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Pizza Ranch may require subsequent medical recertification. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

Pizza Ranch also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relative, you must contact Human Resources to provide updates regarding your status. If applicable, let HR know your expected return-to-work date. If there is not an estimated return date, you are required to contact HR at least once every two weeks to provide an update. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change, are extended, or were initially unknown.

Leave Is Unpaid

FMLA leave is unpaid. You may substitute any accrued and unused paid time off for unpaid FMLA leave as described below:

- If you request leave because of a birth, adoption, or foster care placement of a child, any accrued and unused paid leave may first be substituted for unpaid family/medical leave and run concurrently with your FMLA leave.
- If you request leave because of your own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid time off may be substituted for any unpaid family/medical leave and run concurrently with your FMLA leave.

The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

Medical and Other Benefits

During approved FMLA leave, Pizza Ranch will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, Pizza Ranch will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium through Pizza Ranch. Your health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, we will send you a letter to this effect. If we do not receive your premium payment within 15 days after the date of this letter, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse Pizza Ranch for the cost of the health benefit premiums paid by Pizza Ranch for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, Pizza Ranch will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced leave schedule, Pizza Ranch may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning from Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide a return to work

statement from your physician at least 2 days prior to your anticipated return date. You will not be permitted to resume work until it is provided.

State or Local Family and Medical Leave Laws and Other Company Policies

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by such laws, will apply.

Pregnancy and Parental Leave Policy

Pizza Ranch recognizes that employees may need to be absent from work to care for or bond with a newborn child or a newly adopted or newly placed foster child (referred to as parental leave in this policy), or due to a pregnancy-related or childbirth-related condition (referred to as pregnancy leave in this policy). Pizza Ranch provides pregnancy and parental leaves of absence to all eligible employees in accordance with the Family and Medical Leave Act (FMLA), Pregnancy Discrimination Act (PDA), Pregnant Workers Fairness Act (PWFA), Americans with Disabilities Act (ADA), and any applicable state law.

Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about pregnancy or parental leave that are not addressed in this policy, please contact Human Resources.

Procedures

If you need to take parental leave following the birth of your child or to care for or bond with your newly adopted or newly placed foster child, you should provide advance notice to your supervisor or Human Resources. When possible, you should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible because of medical necessity or for other reasons, you should give as much advance notice to Pizza Ranch as possible. Written notice is preferred, but not required.

If you are suffering from a pregnancy-related or childbirth-related disability and require reasonable accommodations (which may include leave) for this purpose, please speak with Human Resources to discuss a reasonable accommodation. You may be required to submit medical certification of your disability.

Eligibility Requirements

All employees may request unpaid pregnancy disability leave as an accommodation in accordance with the PDA and ADA. Please inquire with Human Resources for information about eligibility requirements under these laws, if applicable. This leave may run concurrently with other leave, including under the FMLA and paid time off, where permitted by state and federal law.

Military Leave of Absence

Pizza Ranch recognizes that employees may need to be absent from work to serve in the US military. Pizza Ranch provides military service leaves of absence to all regular full-time, part-time, and temporary employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

Administration of this Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about military service leave that are not addressed in this policy, please contact Human Resources.

Procedures

If you need to take military service leave, you or an authorized military service officer should provide advance notice to your supervisor or Human Resources. When possible, you should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible because of military necessity or for other reasons, you should give as much advance notice to Human Resources as possible. Written notice is preferred, but not required. Where possible, please submit a copy of your military orders, training notice, or order to active duty to your supervisor or Human Resources.

Eligible Employees

All regular full-time, part-time, and temporary employees are eligible for military service leave if they are absent from work because of eligible military service.

Eligible Military Service

For purposes of this policy, eligible military service means certain types of service (listed below):

- Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), including the Reserves.
- National Guard, including the Army National Guard and Air National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty.
- Commissioned corps of the Public Health Service.
- Commissioned officer corps of the National Oceanic and Atmospheric Administration.
- System members of the National Urban Search and Rescue Response System (appointed under section 327 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act).
- Intermittent personnel appointed into the Federal Emergency Management Agency (appointed under 42 U.S.C. § 5149(b)(1) or to train for such service).
- Any other category of persons designated by the President in time of war or national emergency.

Eligible employees may take leave under this policy for the following types of military service:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Submitting to an examination to determine your fitness for any of these services.
- State active duty for a period of 14 days or more.
- State active duty in response to a national emergency declared by the President under the National Emergencies Act (50 U.S.C. § 1601).
- State active duty in response to a major disaster declared by the President (42 U.S.C. § 5170).
- Service as intermittent personnel in the Federal Emergency Management Agency (42 U.S.C. § 5149(b)(1)).
- Funeral honors duty performed by National Guard or Reserve members.
- Service as an intermittent disaster response appointee of the National Disaster Medical System when employees are:

- activated under federal authority; or
- attending authorized training in support of a federal mission.

Compensation During Leave

Military service leave is unpaid. However, employees may use any or all of their accrued but unused vacation or other paid time off during their military service leave.

Benefits During Leave

During military service leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other non-seniority benefits, an employee on military service leave will receive the same rights and benefits as employees on an unpaid leave of absence.

Reemployment

Employees may be eligible for reemployment after their military service leave. Any employees who would like to return to work must report to work or submit an application for reemployment to Human Resources, including their military discharge documentation, if available, as follows:

- If their military service was for less than 31 days, they must report to work on the first regularly scheduled workday that is at least eight hours after they return home from military service.
- If their military service was for 31 to 180 days, they must apply for reemployment within 14 days following completion of military service.
- If their military service was for more than 180 days, they must apply for reemployment within 90 days following completion of military service.
- If they suffered a service-connected injury or illness and they are hospitalized or convalescing, they have up to two years following completion of military service to return to their jobs or apply for reemployment, depending on the length of recovery time required.

If any employees are unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need an accommodation for specific circumstances beyond their control, they should speak Human Resources as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to Pizza Ranch's rules about unexcused absences. Nothing in this policy requires Pizza Ranch to reemploy individuals who are not eligible for reemployment rights under applicable law.

Seniority Rights After Reemployment

Employees who are eligible for reemployment will be reemployed with the same seniority, and all rights and benefits based on that seniority, that they would have attained if they had not taken military leave. Seniority rights include pay and benefits that accrue or are determined based on their length of service.

Discrimination and Retaliation Prohibited

Pizza Ranch prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the US military. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment, or be subjected to any adverse employment action based on that person's membership in or service for any branch of the US military. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person

exercised rights under this policy or applicable law.

Pizza Ranch is committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report such conduct, Pizza Ranch may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

State or Local Military Service Leave Laws

Where state or local military service leave laws offer more protections or benefits to employees, the protections or benefits that are most favorable to the employee, as provided by such laws, will apply.

Pizza Ranch Workplace Policies

Technology Use

Your online activities and technology may pose certain risks to you, to others, and to Pizza Ranch, including but not limited to the potential for:

- Decreased productivity, efficiency, and performance;
- Reduction of, and threats to, the performance and capacity of Pizza Ranch's networks and equipment;
- Disclosure of confidential business or customer information;
- Breaches of other privacy or security rules and policies of Pizza Ranch; and
- Other activities that might expose you, others, or Pizza Ranch to legal liability.

Many of these risks are present whether the use of electronic devices and technology occur at work or when you are off duty.

Because of these risks, Pizza Ranch has developed this following policy to help you navigate issues related to your technology use and use of electronic devices, and to clarify your responsibilities and Pizza Ranch's expectations regarding the same.

For purposes of this policy, the terms "technology" and "technology use" include but are not limited to all online activity, wired or wireless communications, access to, use of, or communications stored, sent, or received in or over an electronic device, the Internet, email, or any interactive online media, tool, or function (such as social or professional networking sites like Facebook or LinkedIn; microblogging services like Twitter; weblogs; chat rooms; listervs; and other online profiles or online forums), as well as text, photo, or data messaging, and other facilities, equipment, or technology used to communicate. Technology use includes all such communication, access, use, storage, and messaging, whether over a fixed or mobile electronic device.

For purposes of this policy, "electronic device" includes but is not limited to desktop computers, laptops, tablets, landline phones, cell phones, smartphones, voicemail systems, web-enabled handheld devices, hardware, software, networks (accessed from any location), servers, technology systems, and other communications or computer equipment.

Rules Applicable to All Technology Use (Company and Personal)

The following rules apply in all of your technological use, whether on personal or Pizza Ranch-provided technology, and whether engaging in personal or business-related communications. Misuse of Internet access violates company policy and may result in disciplinary action, up to and including termination. Employees are expected to use Internet

resources ethically, responsibly, and in alignment with company standards.

- Your technology use must comply with Pizza Ranch’s Confidential Information and Confidentiality policy. Pizza Ranch confidential information must not be sent or made available on the Internet to protect the privacy of our customers and our business, and to maintain the integrity of how we do business.
- You must not engage in communications that are vulgar, obscene, threatening, intimidating, or harassing. For example, such prohibited content would include threats of violence, threatening, intimidating, or coercing communications that interfere with the job performance of fellow employees or customers, or posts that violate Pizza Ranch’s policies against prohibited discrimination, harassment, or hostility because of a person’s sex, race, color, religion, creed, national origin, age, pregnancy, disability, military service, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable federal or state⁶ law.
- Your communications must not include maliciously false defamatory statements. For example, do not post information or rumors you know to be false about Pizza Ranch, co-workers, customers, or competitors meant to intentionally harm someone’s reputation.
- You must obey the law, including all laws governing copyright and other intellectual property. For Pizza Ranch’s protection and your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, as well as Pizza Ranch’s own copyrights, trademarks and brands. Unauthorized use, copying, or distribution of copyrighted, trademarked, or patented material is prohibited. Employees must ensure material sent or received has proper authorization for use or distribution. Violations of copyright law, licensing agreements, or any illegal activity are grounds for disciplinary action, up to and including termination, and may result in personal liability.
- All online responses to employment reference requests or work-related recommendations or endorsements (via LinkedIn or other platforms) must comply with Pizza Ranch’s policies and practices regarding references and employment verifications.
- You may not pressure co-workers to connect or communicate with you through technology, such as harassing conduct intended to induce a Facebook “friend” request.
- Do not link from a personal blog, social media site, or other online activity to Pizza Ranch’s intranet or external web site without identifying yourself as a Pizza Ranch employee. Additionally, in any online activity in which you promote or support Pizza Ranch, its products, or its services, you must disclose your employment relationship and indicate that any views you expressed are your own and do not necessarily reflect those of Pizza Ranch.
- Although you may (and sometimes should, as described in the previous bullet point), identify yourself as a Pizza Ranch employee, you may not represent that you are speaking *on Pizza Ranch’s behalf* unless you have been given written authority from your supervisor to engage in the activity or the activity is clearly required by your job duties and expressly authorized by Pizza Ranch.

Additional Rules Applicable to Use of Pizza Ranch Technology

Technology provided by Pizza Ranch for use at work is a business tool that carries significant costs and risks. We expect all employees to use their access to these systems primarily for the business-related purposes, i.e. to communicate with customers and suppliers, to research relevant topics, and obtain useful business information.

The rules above and the additional rules provided below apply to your use of and communications on Pizza Ranch-provided technology, whether such use and/or communications are personal or business-related.

- No communications on or use of Pizza Ranch-provided technology are private as to any individual employee, and are the property of Pizza Ranch.

⁶ Additional protected characteristics for employees working in Illinois include: victims of violence, traits associated with race (e.g. hair texture and protective hairstyles); ancestry, order of protection status, conviction record, arrest record, and unfavorable discharge from military service.

- All communications on and use of Pizza Ranch-provided technology are subject to review, interception, and monitoring by Pizza Ranch, including personal technology use, whether such use has been authorized or not.
- You are not authorized to access communications (e.g., email, voicemail, or other online activity) that are not addressed or intended for you, unless such access is approved by your supervisor (e.g., in the event of a co-worker's unexpected absence), is clearly required by your job duties (e.g., IT department), or otherwise expressly approved by Pizza Ranch (e.g., you are conducting an investigation for Pizza Ranch).
- All Pizza Ranch-provided technology is to be used primarily for legitimate business purposes. Limited personal use of email, internet access, telephones, postage meter (as long as the employees reimburse Pizza Ranch for the cost of postage), is allowed. Such limited personal use of Pizza Ranch-provided technology should not be considered private as to any individual employee, is subject to Pizza Ranch review, interception, and monitoring, and at no time should it interfere with the performance of your job.
- You may not use Pizza Ranch's technology to access or store pornography, gamble or engage in sporting pools, engage in criminal activity, operate a business for personal gain, send chain letters, play network games, or download applications without management approval.
- Employees shall not use a code or use encryption to prevent Pizza Ranch's access to communications on or use of Pizza Ranch-provided technology unless there has been prior written clearance by Pizza Ranch.
- No one shall assist in, encourage, or conceal from Pizza Ranch, any unauthorized use or attempt at unauthorized use of any Pizza Ranch-provided technology.
- When using Pizza Ranch-provided technology, you must enable and comply with Pizza Ranch's security procedures, including use of approved anti-virus software.
- Pizza Ranch-provided technology, including any that may be specially designated or authorized for personal use, cannot be used to access online video services, streaming video or audio, Internet telephone services, peer-to-peer file sharing or other large files that may adversely impact Pizza Ranch's information technology system performance, unless expressly authorized by Pizza Ranch. Generally, accessing and downloading large files will be blocked to protect Pizza Ranch's network performance.
- Employees who are not authorized to do so may not install software on Pizza Ranch-provided technology without prior written approval from Pizza Ranch, and even then only authorized staff or vendors may install the software.

Business-Related Technology Use

The purpose of business-related technology use is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. For purposes of this policy, "business-related technology use" includes any technology use or communications in which you engage on behalf of Pizza Ranch and for which you have prior written authority from your supervisor to engage, or other technology use that is clearly required by your job duties and expressly authorized by Pizza Ranch. Authorized business-related technology includes conveying information about company products and services; promoting and raising awareness of Pizza Ranch's brand; searching for potential new markets; communicating with employees and customers to brainstorm, issuing or responding to breaking news or negative publicity; discussing corporate, business-unit and department-specific activities and events; recruiting candidates; and networking within the industry. For example, your job duties may include business-related technology use such as preparing, publishing, or modifying content for Pizza Ranch's websites, blogs, social or professional networking entries, pages, and other official Pizza Ranch communications or information on behalf of Pizza Ranch.

To the extent you engage in business-related technology use, you must abide by the rules provided below as well as all of the other rules governing technology use, listed above:

- Identify yourself as an employee of Pizza Ranch or clearly attribute the communication to Pizza Ranch. Be aware that identifying yourself as an employee of Pizza Ranch may put you at an increased risk of being targeted by social engineering or spearphishing attacks.
- Agree that all of your business-related technology use is work-for-hire owned by Pizza Ranch. To the extent your business-related technology use is not deemed to be work-for-hire, you agree to assign Pizza Ranch all of

your rights in and to the content.

Additional Rules on Technology Use

All employees are required to immediately delete SPAM email messages received on Pizza Ranch-provided electronic devices and Pizza Ranch-provided technology that contain illegal or pornographic material or verbiage. As soon as you identify the email as violating this policy, you must stop reading/accessing the material and must not forward print, or save it. If several similar messages get through the system's lockers, employees should contact Pizza Ranch to report the problem and request that they modify the profiles of the SPAM-blocking system to block that type of message.

Employees who receive non-SPAM email messages on Pizza Ranch-provided electronic devices or Pizza Ranch-provided technology that contain discriminatory, harassing, retaliatory, or pornographic material or verbiage should immediately follow the reporting procedures outlined in the Discrimination and Harassment policy.

Special requirements apply to technology use which includes promotional content. "Promotional content" is content designed to endorse, promote, sell, advertise, or otherwise support Pizza Ranch and its products and services, and which may be considered an "endorsement" under Fair Trade Commission rules. When engaged in technology use involving promotional content, employees must disclose their employment relationship, but also should indicate their views are their own and do not necessarily reflect those of their employer.

Employees must update their online profiles and communications immediately upon termination of employment to reflect that they are no longer employed by Pizza Ranch.

Events may occur at Pizza Ranch that will draw immediate attention from news media. It is imperative that one person speaks for Pizza Ranch to deliver an appropriate message and to avoid giving misinformation in any media inquiry. Accordingly, Pizza Ranch has designated Gravy Train Leadership as the principal media contact person. All media/reporter questions should therefore be answered as follows: "I am not authorized to comment for or provide information on behalf of Pizza Ranch. Let me have Gravy Train Leadership contact you."

This policy is not intended to interfere or restrain employees' rights to engage in protected concerted activity under the National Labor Relations Act, or any other activity protected under the law, and will not be applied to limit such protected activity.

Security and Monitoring

No employee should have any expectation of privacy as to his or her technology use on Pizza Ranch-provided technology. Employees should be aware that Pizza Ranch's technology systems are the property of Pizza Ranch and are subject to monitoring and controls. Systems and other computerized programs which operate by codes and passwords can be overwritten if it appears necessary to implement surveillance relevant to an investigation of Pizza Ranch.

All Internet data written, sent, or received through Pizza Ranch's systems is considered company property and part of official records. This data may be subject to review by law enforcement or other parties if required. Internet usage is monitored to ensure compliance with company policies, and Pizza Ranch reserves the right to review any data transmitted or stored on its systems.

Passwords, encryption software, and other security systems and methods may be used to protect Pizza Ranch information from access by third parties or other unauthorized persons. Your password is like a key to Pizza Ranch's buildings; you are responsible for what happens to your password. If you give it away or store it improperly, you

may endanger the entire network, not just your own files.

At the same time, passwords and other security systems and methods shall not be used to prevent Pizza Ranch from using Pizza Ranch's electronic devices, technology, and communications at any time, as Pizza Ranch deems necessary. In other words, employees shall not do things that prevent Pizza Ranch from accessing its own files or equipment. Accessing files or equipment may be necessary if an employee is ill or otherwise unavailable or for legitimate Pizza Ranch purposes. Therefore, you may be required to share your passwords or other access codes with authorized Pizza Ranch personnel. Only authorized individuals may use, read, alter, delete, access, or attempt any of the foregoing, regarding another user's password.

Log out before you leave your computer unattended.

Telephone Use and Policy

A significant amount of the company's business is transacted via the telephone; therefore, the telephones must be available for that purpose. Personal telephone calls are not permitted during working hours but may be made during your rest or meal break. In case of an emergency or urgent situation, your request to use the telephone during working hours will be granted. Similarly, should you receive an emergency or urgent telephone call during working hours; you will be allowed to step away from your duties to receive the call.

Cell phones cannot be used during work time. Delivery drivers may carry a personal cell phone while on delivery but may only use it for Pizza Ranch business. All other team members must leave their cell phones in a secure location, such as in their locked vehicles. Cell phones are permitted to be used during break time. Failure to comply may result in further corrective action up to and including termination of employment if it becomes a repeated offense.

Cell Phone Use

Only members of the management team and delivery drivers are allowed to possess cell phones while at work. Pizza Ranch strives to ensure the safety of our team members and to others while driving on behalf of Pizza Ranch. All employees including delivery drivers that drive on behalf of the company may use cell phones for business reasons, however, are required to comply with state applicable driving regulations. In general, employees are prohibited from using electronic mobile devices while driving however employee need to place or receive a call is required to use a hands-free device while driving and proceed to a safe location to complete the call. Cell phones cannot be used in the store by delivery drivers. In case of emergency, phone usage authorized by manager on duty is allowed.

All other team members must leave their cell phone at home, in their vehicle, team member coat check area, lockers, or given to a manager to place in the safe or other secure space. Failure to comply may result in further corrective action up to and including termination of employment if it becomes a repeated offense.

Text Messaging

Under no circumstances is text messaging permitted while driving in a company vehicle or on behalf of Pizza Ranch in a reimbursed vehicle.

Violations and Questions

Violations of this policy may result in disciplinary action, up to and including termination of employment. In addition

to the types of disciplinary actions that may be taken, as provided in the Discipline policy, you may lose your rights to access Pizza Ranch's technology and systems.

If you have questions about this Technology Use policy, how your technology use may impact or be impacted by the Pizza Ranch's other business policies, or any work-related concerns, you are encouraged to attempt resolving those issues by raising them directly with your supervisor, or Pizza Ranch's IT person or vendor.

Grievance Procedure

As a team member of Pizza Ranch, you have a right to a full and fair opportunity to resolve any complaints or misunderstanding concerning your job, working conditions, procedures, or policies.

If you have a complaint or grievance, we encourage you to present it at once to a supervisor. If you do not get a satisfactory answer within 3 days, your next step is to present your complaint or grievance to our General Manager(s), who in return will advise you of an answer within one week. If you are still not satisfied you may present your complaint or grievance in writing to Human Resources.

Pizza Ranch is committed to fostering an environment where employees feel comfortable raising concerns. You will not be retaliated against for bringing forward a complaint or concern in good faith.

National Labor Relations Act

Nothing stated in this policy is intended to interfere with an employee's rights to engage in lawful protected concerted activities under the National Labor Relations Act.

Employees located in certain states may have additional rights beyond those outlined in this Handbook. Those rights are not affected by this Handbook and this Handbook shall be deemed modified to the extent necessary to comply with applicable state laws.

Exceptions to our policies and rules: Employees may engage in activities protected by the National Labor Relations Act (NLRA). Our policies and rules will be interpreted consistent with the NLRA. Nothing in this Handbook prohibits Section 7 activity under the NLRA. Nothing herein is intended to prevent, deter, or interfere with employees exercising their rights under the NLRA. If you have questions, please discuss this with the Human Resources Department.

Crew Dress Code

Pizza Ranch strives to present a legendary experience by providing a clean, neat, and professional appearance for our guests. The dress code policy must be adhered to at all times during your shift; including breaks.

Employees are expected to be well-groomed and always wear the latest Pizza Ranch uniform as outlined in the uniform poster, ensuring attire is clean, wrinkle-free, and complies with all company standards, including headwear, nametags, shirts, pants, and shoes.

- Headwear
 - Required to be worn at all time per local health codes. No bandanas or headbands.
 - Pizza Ranch logo caps or visors only.
 - Caps and visors must be worn bill forward.
- Nametag
 - Required to be worn at all time per local health codes.
 - Must be an approved Pizza Ranch nametag.

- Must be worn on front left chest of the shirt and be visible.
- Nametag should display the employee's preferred first name only (no nicknames), printed in black letters on clear tape.
- Shirts
 - Uniform shirts must be clean, wrinkle-free, tucked in and in good repair.
 - Under shirts must be fitted, black or white in color, and not visible under uniform shirt.
 - Collared Pizza Ranch approved shirts must be worn by the management team.
- Pants
 - 5-pocket blue jeans (dark color/not black), belted at the waist (black or brown belt and should match shoe color). Managers can wear Khaki Pants, Dark Dress Pants and/or Jeans are allowed.
 - Acceptable pants "fits" are: slim, regular, classic, relaxed, boot cut, loose, flair with no pocket decoration (baggy pants, bell-bottoms and cargo pants are not allowed).
 - Torn hems, rips, or holes are not allowed.
 - Must be wrinkle-free, clean, and in good repair
- Shoes/Socks
 - Shoes must be clean, solid black or brown, closed toe/heel and skid resistant.
 - Socks must have limited visibility. If visible, they must be black or brown to match the shoe color.

Appropriate Grooming

- Appropriate and regular grooming must be maintained.
- Hair must be maintained in a neat and clean fashion. Hair must be tied back off the shoulders.
- Facial hair must be clean-shaven and sideburns, moustaches, beards, and goatees neatly trimmed.
- Nails must be clean, trimmed, and well-maintained.
- Must follow all reasonable hygiene standards including but not limited to bathing and use of deodorant.
- No gum chewing.
- Exceptions may be made to Pizza Ranch's dress code policies to permit employees to observe religious dress and grooming practices. Please contact Human Resources for additional information.
- This policy is not intended to prevent or discourage employees from wearing certain hairstyles or garments related to their race or religion and it is not intended to restriction communications or actions protected by state⁷ or federal law.
- Questions concerning questionable grooming choices should be directed to your supervisor and/or Human Resources.

Personal Appearance & Safety Standards

- No more than one necklace may be worn, and it must be tucked into the uniform so it is not visible.
- 1ring on each hand-plain band
- No watch or bracelets
- Earrings are limited to studs or half-inch hoops.
- The use of headphones, AirPods, or other personal listening devices is not permitted while working.
- No zit stickers, decorative patches, or unsecured bandages that could come loose and fall into food. Bandages required for medical reasons must be securely covered by a glove or protective barrier if on the hands.

⁷ Additional protected characteristics for employees working in Illinois include: victims of violence, traits associated with race (e.g. hair texture and protective hairstyles); ancestry, order of protection status, marital status, conviction record, arrest record, and unfavorable discharge from military service.

Note: Local health code will take precedence in all areas.

Tattoos

Tattoos that are below the shoulders are acceptable but must be covered if deemed by management as offensive or a distraction to our legendary guest experience. “Offensive” tattoos include, but are not limited to, those using profane or sexually provocative language or art, containing racial, ethnic, sexist, or religious slurs, signifying gang affiliation, or promoting hate or violence. The decision as to whether a tattoo can be visible is entirely at the discretion of management. Management also has discretion and may ask a team member to cover excessive or excessively colorful tattoos that may detract from a legendary guest experience.

(For example, a guest complaint could be the basis for a decision that a particular tattoo is not to be visible.)

Tattoos that are above the shoulders must be completely covered by waterproof make-up. Bandages are not an acceptable form of cover-up.

Company Vehicles

As part of your job responsibilities, you may be required to use a company owned vehicle. Seat belt usage is required. Company vehicles are used for business deliveries and business-related errands only and are not to be used for personal use under any circumstances. Company vehicles are not to be driven without authorization of management. Non-employees are never to be transported in a company owned vehicle without specific approval from company management. Any employee who drives a company-owned vehicle must have a valid driver’s license and maintain a driving record that meets the standard set as acceptable by company management. Employees who drive a company vehicle are required to follow all driving laws and will be solely responsible for any tickets or citations for moving violations, illegal parking, or for breaking any other traffic laws received by the driver while on company business. Your manager must be notified immediately of the receipt of any such tickets or citations or any other driving related occurrence. If listening to music in a company-owned vehicle it must be free from profanity and offensive lyrics and played at a nominal level for respect of those around you and safety concerns. Smoking or use of other tobacco products or devices is not permitted in a company vehicle.

If you are driving a Honda Fit or any other vehicle that has a gas savings mode and/or a lower power mode (green button on Honda Fit) it must be engaged.

It is expected that the delivery vehicle is clean and returned in better condition than when the car was picked-up.

Use of Personal Vehicles

The General Manager or Franchise Owner must approve the use of personal vehicle for business purpose. Your vehicle must be insured and in good working order therefore employees will be required to present a valid driver’s license and insurance upon request but no less than annually.

Team Member Parking

Team members are required to park their personal vehicles in areas away from guest movement. Your supervisor or manager will indicate the designated team member parking area. Pizza Ranch is not responsible for damage to, or theft of, any vehicle, or personal property left in the vehicle while the vehicle is parked in the company designated parking areas.

Cash Handling

- **Deposits:** If you are the opening manager or manager on duty, you are responsible for taking the previous day's cash deposit to the bank. Cash from the prior day may not remain in the safe for more than one business day.
 - Weekday deposits: Cash from the night before must be deposited the next business day.
 - Weekend deposits: All weekend funds must be deposited on Monday.
 - **Bank Procedure:** When taking deposits to the bank, you must wait for the banker to process the deposit and provide a receipt. Funds may not be left in a night drop.
- **Responsibility:** It is the manager's responsibility to ensure deposits are made as required. Failure to do so may result in disciplinary action up to and including termination.
- **Prohibited Actions:**
 - You may not borrow from the cash drawer or safe under any circumstances.
 - Orders must be rung up immediately upon receipt. Failure to ring up an order is a serious offense and may be considered misappropriation of funds.
- **Safe Security:** The safe must remain fully locked at all times.
- **Cash Handling Issues:**
 - Should cash accounting problems occur while you are assigned to a register, you may be reassigned to a non-cash handling position. If no such position is available for your scheduled hours, your hours may be adjusted. Or it could lead to disciplinary action up to and including termination.
 - If you are in a management role and assigned to a register, cash discrepancies may result in reassignment to a non-management role and/or disciplinary action up to and including termination.
- **Policy Agreement:** All employees must review and sign the Cash Handling Policy form before handling any cash.
- **Security Practices:** Anytime you are handling cash, it must be done in the office with the door locked and in view of the security camera.

Weather

In instances of obviously bad weather (such as snow, ice, etc.), team members are expected to contact their supervisor a minimum of two hours before the beginning of their scheduled shift if they are unable to make it to the restaurant for their scheduled work shift. Other arrangements may be made to bring team members to the restaurant. When team members arrive late, leave early, or are not able to come to work due to inclement weather, unpaid time-off may be utilized for this type of absence unless otherwise required by law. In cases of serious weather, staffing and scheduling changes may apply.

Distribution and Solicitation

Individuals, either guests or team members, are prohibited from soliciting funds, signatures, conducting membership drives, distributing literature, gifts, or offering to sell merchandise or services. Persons asking to make such distributions or solicitations are to be referred to management. Team members are also prohibited from soliciting or engaging in non-work activities with another team member while either one is performing his or her job. Persons not employed by Pizza Ranch may not solicit or distribute literature on company property for any purpose at any time.

Confidential Information

Pizza Ranch recipes and procedures are considered to be trade secrets and therefore should be treated as confidential information. This information, plus official correspondence, manuals and promotional materials, must be handled with proper security at all times and may never be discussed with, or distributed to, individuals outside

the company without prior authorization.

Other information which should not be discussed are items of personal information concerning team members (such as home phone number, home address, medical issues, and other such subjects), team member termination information or references regarding job performance or other work-related issues. A team member's breach of confidential information may result in disciplinary action up to and including termination.

Outside Employment

No Pizza Ranch team member may be simultaneously employed by a "direct competitor." A "direct competitor" is defined as any food operation that specializes in pizza, chicken, or like-buffet style meals dining establishment. Any team member in violation of this policy may be subject to disciplinary action up to and including termination.

Company Property

All necessary equipment, supplies, and materials needed to perform your job will be provided to you. In return you are expected to:

- Exercise care and safety while using all company property;
- Use company property, equipment, and supplies for the intended purpose and only for company business;
- Use only the supplies that are necessary to complete a task;
- Clean any equipment used during the course of a shift;
- Report faulty equipment to the department manager immediately and discontinue use of the equipment until the appropriate person has checked it;
- Not purposely abuse or damage company property, equipment or supplies;
- Not remove company property from the premises or convert it to personal use without approval of your supervisor.
- Keys: Receiving of final check is dependent on the return of store keys. If all requested items are not returned within three days of termination, Pizza Ranch holds the right to take legal action.

Any team member in violation of this policy may be subject to disciplinary action up to and including termination.

You will be required to pay for any company property, equipment or supplies deliberately damaged or destroyed. Upon termination of employment, team members are expected to return all Pizza Ranch property as assigned.

It is important to remember that Pizza Ranch exists to serve its guests. It is critical that as a Pizza Ranch team member, team members conduct themselves in a professional manner consistent with the highest standards of guest service at all times. Whenever Pizza Ranch team members are wearing a Pizza Ranch uniform, driving a company vehicle, working, or communicating with guests or potential guests, vendors, subcontractors or suppliers, or in any other way representing the company to the public, it is expected that they will conduct themselves in a professional manner. Failure to do so will result in disciplinary action up to and including termination.

Similar professionalism is expected of all team members of Pizza Ranch towards their co-workers, supervisors, managers, and subordinates. Verbal or physical abuse, fighting, theft, harassment, and other behaviors not conducive to a friendly, professional work environment will not be tolerated.

All Pizza Ranch team members are expected to maintain high standards of integrity in their work. Falsification

of time sheets, expense reports, billing records, theft, or falsifying other company documents is subject to immediate termination.

Pizza Ranch Social Media Policy & Philosophy

At Pizza Ranch, maintaining a positive reputation is essential for our business success. A strong public image helps us grow, attract customers, recruit top talent, and build lasting relationships. While we encourage employees to engage in social media, it's important to do so responsibly to protect the company's reputation and business operations.

Purpose

This policy is designed to:

- Ensure a positive relationship between Pizza Ranch and its employees.
- Protect Pizza Ranch's image and reduce any risks to its reputation.
- Encourage responsible social media use during work hours for business-related purposes.
- Remind employees to be mindful of their online activities.

Guidelines

- **Personal Responsibility:** You are responsible for what you post online.
- **Representation:** Don't speak on behalf of Pizza Ranch without permission. Avoid using the company logo or trademark unless authorized.
- **Respectful Content:** Be respectful and professional in all online interactions.
- **Confidentiality:** Never share confidential company information, trade secrets, or internal communications.
- **Work Time:** Use social media for business purposes only during work hours unless authorized by your supervisor.
- **Retaliation:** Any negative actions against employees for reporting violations of this policy are prohibited.

Social Media Definitions

Social Media: The term "social media" includes public and private websites where users establish relationships with other users and/or publish user-generated content. Examples of social media include social networking sites such as Facebook, Instagram, LinkedIn, Twitter (now "X"), TikTok, Snapchat and Wikis such as Wikipedia. This list is not all-inclusive, as the number of social media tools are growing significantly.

- **Social Networking:** Activities involving interaction on social platforms, such as posting or engaging with others' content.
- **Posts:** Any content shared online, including text, images, or videos, that others can view.
- **Business Purpose:** Using social media for Pizza Ranch's benefit, such as recruiting or marketing, either via company or personal accounts.

By following these guidelines, we can help ensure Pizza Ranch maintains a positive and professional presence online. Violations of this policy may result in disciplinary action, up to and including termination.

Nothing in this policy is meant to limit your legal right to use social media to speak about your political or religious views, or your personal life or lifestyle, or to exercise any legal right. In particular, this policy is not intended to interfere with National Labor Relations Act. As such, non-supervisory employees, and those

employees not in positions with access to confidential employee information, may discuss working conditions, wages, and other union-related topics, and engage in union-related activities with others, inside or outside Pizza Ranch.

Gossip Policy

At Pizza Ranch, we strive to maintain a positive and professional workplace. Gossip can drain energy, distract from our goals, and lower team member satisfaction. By signing the Pizza Ranch Employee Handbook acknowledgement form, you agree to contribute to a gossip-free environment.

What is Gossip?

Gossip is defined as rumor or talk of a personal, sensational, or intimate nature, often about someone who is not present. It can harm reputations and create negativity.

Guidelines for a Gossip-Free Workplace:

- **Positive Talk Only:** Avoid speaking about others when they are not present, unless it's to give a compliment or discuss work-related matters.
- **Stay Neutral:** If someone speaks negatively about a team member who is not present, refuse to participate and steer the conversation elsewhere.
- **Report Issues Properly:** If you witness unethical or disruptive behavior, report it through the proper channels rather than spreading gossip.
- **Professionalism:** Focus on doing good work, respecting others, and fostering a professional atmosphere.
- By following these guidelines, we can maintain a respectful and supportive environment for everyone at Pizza Ranch.

Anti-Nepotism Policy

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a supervisor/subordinate relationship with a family member.
- Have the potential for creating an adverse impact on work performance.
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household.

Workplace Personal Relationships Policy

Pizza Ranch strives to provide a work environment that is collegial, respectful, and productive. While the Company does not wish to interfere with the social and personal lives of its employees, some personal relationships overlap with the workplace and interfere with legitimate business interests. This policy establishes rules for personal relationships between or among employees, including supervisory personnel. The purpose of this policy is to maintain a productive and friendly work environment while preventing the negative effects of personal relationships at work, such as conflicts of interest, harassment, morale problems, abuse of authority, favoritism, disclosures of confidential information and unnecessary turnover.

A “personal relationship” is defined as one of the following:

- A relationship between individuals who are related to each other by blood or marriage.
- A consensual relationship between individuals that is romantic or intimate, whether the individuals are married or cohabitating, or not.
- A close personal and social relationship between employees.

Limits

- Employees involved in a personal relationship may not be in a supervisor-subordinate relationship at work. For purposes of this policy, the “supervisor” in a supervisor-subordinate relationship includes any supervisor or manager in the subordinate’s chain of command, and is not limited to the direct supervisor.
- Supervisors may not date subordinates. For purposes of this policy, “subordinates” includes any persons who are downline from or under the supervisor’s chain of command, and not just the employee’s direct supervisor.

Reporting

When a personal relationship arises or exists between employees, or an employee and an applicants, that exceeds a limit listed above, then each employee in the personal relationship have a separate and independent obligation to report it to Human Resources Supervisors/managers have an obligation to report their own personal relationships at work, as well as the personal relationships between employees, or between applicants and employees, that the supervisor/manager is aware of or should be aware of.

Remediation – Between Employees

The employees involved in a personal relationship that exceeds the limits in this policy will be given the opportunity to decide who is to be transferred or reassigned to a vacant position that resolves the problem, subject to the approval of the Company.

If an acceptable reassignment or transfer is not available, the employees involved will be given a remediation period of up to 30 calendar days to submit their interest in transfer or reassignment to positions that become available during that time.

If, at the end of the initial remediation period, no acceptable transfer or reassignment has been found, the Company may provide another 30 calendar day remediation period, as long as an acceptable transfer or reassignment is likely to occur, or imminent, in that time. If no transfer or reassignment is likely or imminent, a second remediation period will not be provided. Instead, the Company will discharge one of the employees to resolve the issue.

If, at the end of a second remediation period, no acceptable transfer or reassignment has been found, the Company will discharge one of the employees to resolve the issue.

Remediation – Between An Employee and An Applicant

If the personal relationship that exceeds a limit of this policy involves an applicant and an employee, the applicant will not be hired.

Grandfathering of Existing Working Relationships

As of the effective date of this policy, any pre-existing personal relationships between employees will be grandfathered, provided the following conditions are met:

- **No Direct Supervision:** One employee is not in a direct supervisory, managerial, or evaluative role over the other (i.e., does not influence performance evaluations, promotions, disciplinary actions, or compensation decisions); and
- **Voluntary Disclosure:** Each employee must disclose the relationship to Human Resources for recordkeeping and conflict mitigation purposes.

If a reporting relationship exists prior to the adoption of this policy or changes, resulting in one party supervising or managing the other, Pizza Ranch reserves the right to intervene, which may include:

- Transferring one party to another store;
- Reassigning supervisory responsibilities; or
- Termination.

This grandfathering provision does not apply to any new romantic or intimate relationships that begin after the effective date of this policy. All such relationships will be governed by the company's current Workplace Personal Relationship Policy and any associated disclosure or supervisory restrictions.

Safety in the Workplace

Health, Safety and Security

Our goal is to provide a safe and healthy work environment for all Pizza Ranch team members. The following information is in place to help us achieve our goal.

Slip, Trip, and Fall Prevention

Slips, trips, and falls are one of the leading causes of restaurant injuries. This risk can be minimized by:

- Wearing non-slip shoes
- Please walk, do not run in the restaurant.
- Use extra caution where water and slippery surfaces are most common.
- If a spill occurs, wipe up the spill immediately and take the necessary steps to clean the floor.
- Post "wet floor" signs to let others know where floor areas are being cleaned.
- Pick up empty boxes and trash on the floor.

Burn Prevention

We have many hot surfaces that you need to be aware of. Please consider every pan and all food and liquids to be hot. Please use dry mitts/potholders or pan grippers when handling hot food containers. Another item to be aware of is our chicken broasters. Use caution when working with our broasters and fryer oil. Personal Protective Equipment (PPE) is to be used when filtering broaster and fryer oil. Allow the oil to cool before changing the oil into an approved container. If the container is not on wheels, ask for assistance when carrying it.

- Do not cook without wearing protective clothing, even in hot temperatures or environments.
- Use tongs and oven mitts to remove hot items from steamers or broasters.

- Open ovens or steamers by standing to the side, keeping the door between you and the steamer open.
- Do not reach above an oven or steamer. Hot air and steam rises and can cause burns.
- Wear sturdy footwear that is slip resistant and not canvas or open-toed to protect the feet in case hot liquids are spilled.
- Avoid overfilling pots and pans.
- Do not leave hot oil or grease unattended.
- Do not lean over pots of boiling liquid.

Knife Safety

At Pizza Ranch, we use multiple sharp knives that must be used with caution. Following the items listed below will greatly reduce the likelihood of cuts.

- Use the knife safety gloves when cutting for extended periods.
- Do not cut towards a part of your hand or body, always cut away or down.
- If a knife falls, don't try to catch it or grab it. Allow the knife to fall on the floor.
- Point knife downward when walking with it.
- Do not place dirty knives directly in the sink where cuts can occur.
- Use a knife that has been sharpened; do not use knives that have dull blades.
- Do not use knives that have broken or loose handles.
- Do not use knives as screwdrivers, pry bars, can openers, or ice picks.
- Do not carry knives, scissors, or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
- Do not use honing steels that do not have disc guards.

Restrictions on the Employment of Minors

In accordance with federal, state, and local labor laws, Pizza Ranch complies with all requirements outlined by the U.S. Department of Labor in the Fair Labor Standards Act (FLSA) regarding the employment of minors. Employees must be at least 16 years of age, except where otherwise permitted by law. In some cases, individuals aged 14–15 may be eligible to work with additional restrictions, subject to state-specific regulations.

If you are under 16 years of age, the following restrictions apply:

- You are only permitted to work in Front of House or FunZone roles.
- You may not work in the kitchen, as certain equipment and tasks are considered hazardous.
- You shall not be allowed to operate, clean, or handle hazardous equipment (including fryers, ovens, slicers, mixers, or other restricted machinery).
- Your hours, times of work, and tasks may be limited based on federal and state laws.

Your manager will discuss any limitations and how these restrictions may affect your employment. If you have questions about hazardous equipment or restricted duties, please contact Human Resources.

Safety with Hazardous/Dangerous Materials

At Pizza Ranch, we have multiple chemicals in use. Each of the chemicals have corresponding Safety Data Sheets (SDS) which you are required to know where they are located. SDS detail the chemical contents, associated hazards, and general safe handling guidelines.

General Rules for Handling Chemicals:

- Read all label warnings and instructions.
- Follow instructions for quantity – more is not always better.
- Minimize contact with chemicals – use double-layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
- Use personal protective clothing or equipment (PPE) such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear when using chemicals labeled as flammable, corrosive, caustic or poisonous.
- Always wash your hands after handling chemicals.
- If a chemical enters your eye(s), immediately hold open the injured eye(s) and rinse with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
- Any questions or concerns regarding chemicals should be reported to your supervisor or human resources.

Pizza Ranch will provide further Chemical Safety specific training prior to working in the restaurant.

Accident Reporting and Accountability

Maintaining a safe work environment requires the continuous cooperation of all employees. If an employee is injured on the job, Pizza Ranch provides coverage and protection in accordance with the Worker’s Compensation Law.

It is our goal to have zero accidents at Pizza Ranch. If an accident occurs, please follow this process:

- Report injury to the manager on duty immediately. Reporting must be made during the shift in which the injury occurs.
- If the accident requires medical care, the manager on duty will complete a “First Report of Injury”.
- Medical treatment to be paid by the company must be pre-authorized. In non-emergency situations, the manager will notify the affected Team Member of the name and location of the designated medical provider.
- If the doctor recommends that the affected Team Member not return to work immediately due to a work-related injury, the supervisor must be contacted and updated on a regular basis.
- If you are the Manager (GM, AGM, or Shift Manager running the shift) and someone gets hurt because they weren’t using the safety procedures and you didn’t ensure safety that caused the accident, you can be held accountable, and it can lead to a Progressive Discipline Form. Understand that accidents happen, and Gravy Train Management will assess each situation, but if it was an accident that could have been prevented with the safety procedures in place, and the manager didn’t ensure it was in use, the manager can be held accountable.

Failure to report accidents is a serious matter as it may preclude an employee’s coverage under Worker’s Compensation Insurance.

In Case of Robbery

While robberies are not a common occurrence, we need to be prepared in the event one does take place.

- Do not resist! Do exactly what you are told. Do not make any sudden moves. Do not chase the robber after they leave the premises. Please do not attempt to be a hero in this situation. Your life is more important than the cash or property involved.
- Observe the robber carefully to provide the police with an accurate description. Report the robbery to police immediately and provide them with all available information. If your manager is not present, please contact them immediately after calling the police.

Drug and Alcohol-Free Workplace

Team member drug abuse and the resulting effects of on-the-job performance can have serious repercussions to the safety and well-being of our team members. Pizza Ranch is committed to providing a safe work environment that is free of problems associated with the use of illegal drugs, alcohol, abuse of prescribed medication and the unauthorized use of prescription drugs. Pizza Ranch will assist any team member in finding a reputable treating facility for substance abuse counseling and/or rehabilitation should a team member feel he or she has a substance abuse problem.

Any team member who comes to work under the influence and/or displaying abnormal behavior, impairment or incoherent tendencies will be subject to disciplinary action up to and including termination.

Any team member bringing alcohol or drugs onto the Pizza Ranch property will be subject to disciplinary action up to and including termination. Any team member unlawfully using, dispensing, or possessing over-the-counter medications or prescription drugs will be subject to disciplinary action the same as alcohol or illegal drugs. Pizza Ranch reserves the right to expand its drug policy if it is deemed necessary.

Any employee who has reason to believe, or has been informed by a health care provider or pharmacist that over-the-counter medications or prescription drugs may affect the ability to safely perform job duties, shall notify Human Resources. Human Resources will assure that the confidentiality of any information and the medical privacy of the employee are maintained.

Smoke and Tobacco Free Workplace

Pizza Ranch is a smoke and tobacco free workplace and thus prohibits smoking and the use of tobacco products in any form while in the restaurant, company vehicles, or outside of designated smoke areas on company property. Team members and guests are also prohibited from using products that simulate tobacco use, such as e-cigarettes, all vape devices, and herbal chew. Any team member who fails to abide by this policy will be subject to disciplinary action up to and including termination.

The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management. All materials used for smoking in the designate area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management. Smoking will only be allowed while on an authorized 30-minutes, unpaid break where the employee is completely out of any guest's sight or entrance. As identified in our dress code policy, employees are required to return in full-uniform, free of smoking and tobacco-related odors.

Weapon-Free Workplace

Pizza Ranch is committed to providing a safe work environment that is free from danger of concealed weapons; therefore, all applicants, prospective team members and/or team members of Pizza Ranch are prohibited from using or possessing a weapon of any kind, concealed or otherwise, at any time, while on the premises of Pizza Ranch and/or while engaging and conducting business on behalf of Pizza Ranch.

A team member who violates any part of the company's Weapon Free Workplace policy may be subject to disciplinary action up to and including termination.

Conclusion

This handbook has been designed to provide you with a summary of the policies, benefits, and general work guidelines of Pizza Ranch. Its purpose is not to restrict or impose upon the privileges of anyone, but rather to ensure the rights and personal safety of all Pizza Ranch team members and its guests.

It is your responsibility to review the contents of the Handbook carefully and do your best in carrying out your responsibilities. If you at any time during your employment with Pizza Ranch have any questions regarding any of the policies, benefits, or general guidelines, please contact your supervisor.

We are glad you have joined Pizza Ranch and we hope that your experiences with us are enjoyable and rewarding. Without you Pizza Ranch would not exist. Your efforts determine the quality of our products, our guest satisfaction, our company reputation, and our future success and growth. Together, our combined efforts will achieve great accomplishments both personally and professionally.

Pizza Ranch Team Member Handbook Acknowledgment

This is your copy of the Pizza Ranch Team Member Handbook to keep as long as you are a team member of Pizza Ranch.

Your signing of this Acknowledgment Form shows that you have received your copy of the Pizza Ranch Team Member Handbook, and that it is your responsibility to read, understand, and become familiar with its contents. Pizza Ranch possesses the maximum and sole discretion permitted by law to interpret, administer, change, modify, amend, deviate, rescind or delete the policies, practices, procedures, guidelines, and/or benefits described in this handbook at any time, with or without advance notice and as applicable in individual or companywide situations. As changes in policy occur or new policies are implemented, you will be notified of these changes in a timely manner. Any questions you may have regarding the contents of this Team Member

Handbook should be addressed to your department manager. Pizza Ranch practices “employment at will” and the contents of this Team Member Handbook do not imply an employment contract.

Illinois Addendum Employment Policies

About this Addendum

This Illinois Handbook Addendum applies to Pizza Ranch employees who work in the State of Illinois and supplements our Employee Handbook. The policies noted in this Addendum are in addition to those that make up the Employee Handbook, and the policies that reside within the Handbook still apply to all Pizza Ranch employees. In the event of any inconsistency between the Handbook and this Addendum, this Addendum will control for our employees working in Illinois.

Meal Breaks

Nonexempt employees who work seven and one-half or more consecutive hours will be provided at least one 20-minute meal break, no later than five hours after the start of work. During the break, employees will be relieved of all duties.

An uninterrupted meal break lasting 30 or more minutes will be unpaid.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify Human Resources.

Mandatory Time Off/Day of Rest

Pizza Ranch will provide nonexempt, nonsupervisory employees working more than 20 hours per week with at least one day (24 consecutive hours) of rest during every calendar week. Certain exceptions may apply.

PLAWA Policy: Paid Leave for All Workers Act (PLAWA) Policy for Illinois Employees

In compliance with the Illinois Paid Leave for All Workers Act (PLAWA), effective January 1, 2024, Pizza Ranch provides paid leave to all employees working in Illinois. Employees accrue 1 hour of paid leave for every 40 hours worked, up to a maximum of 40 hours (5 days) per 12-month period.

Accrual begins on the first day of employment.

Employees may use accrued paid leave for any reason, without providing a reason or documentation.

Employees can start using accrued paid leave 90 days after their employment start date.

Requests for leave should be made verbally or in writing.

If the need for leave is foreseeable, employees should provide at least 1 day's notice. If not foreseeable, notice should be given as soon as possible.

Requests for paid leave will generally be granted; however, leave may be denied if it creates an undue hardship.

An undue hardship may exist when granting paid leave on a requested date would prevent Pizza Ranch from opening and operating the restaurant due to lack of staff or an inability to meet operational needs.

If a leave request is denied due to an undue hardship, the employee will be provided with an explanation and encouraged to select an alternative date, if possible.

Pizza Ranch will consider all leave requests in good faith and in compliance with PLAWA while balancing operational requirements.

Employees will be compensated at their regular hourly rate during paid leave.

Tipped employees will receive at least the full minimum wage applicable in Illinois during paid leave.

Unused paid leave will carry over annually; however, employees cannot use more than 40 hours of paid leave in a 12-month period. Unused paid leave is not paid out upon termination.

Retaliation against employees for using or attempting to use paid leave is strictly prohibited.

For more detailed information, please refer to the Illinois Department of Labor's resources on PLAWA: Illinois Paid Leave for All Workers Act Fact Sheet. An accurate version, as of August 2025, is included below for reference. However, the PLAWA Fact Sheet is subject to change and employees should go directly to Illinois Department of Labor's resources on PLAWA Fact Sheet available via the state's Department of Labor page.

This policy ensures that Pizza Ranch complies with Illinois state law while supporting the well-being of our Illinois employees and maintaining necessary business operations. For any questions or further clarification, please contact your Human Resources.

Family Military Leave in Illinois

Employees who have worked for the organization for at least twelve (12) months and at least 1,250 hours for the prior twelve (12) months are entitled to take unpaid, job-protected leave to visit a spouse, child, parent, or grandchild who has been called into military service that will last longer than thirty (30) days. Pizza Ranch will provide up to 30 days of leave. The amount of this leave is reduced by the amount of leaves provided for employees of covered servicemembers for qualifying exigencies.

Employees must give the organization at least 14 days notice of the intended date upon which the family military leave will commence if leave will consist of 5 or more consecutive work days.

Pizza Ranch will not interfere with or restrain an eligible employee's request for leave, and will not retaliate against employees who exercise this right.

During any family military leave, Pizza Ranch will make it possible for employees to continue their benefits at the employee's expense. Employees who return to work from leave of absence are entitled to return to their job or an equivalent position without loss of benefits or pay.

Family Bereavement Leave

Employees must be covered under federal Family and Medical Leave Act (employed by Pizza Ranch for at least 12 months, and must have worked at least 1,250 hours in the 12 months that precede the date of the start of the leave) to be covered under this Illinois law.

Covered employees are entitled to two weeks (ten working days) of unpaid leave in the event of the death of a covered family member or for absences due to miscarriage, stillbirth, and other qualifying reasons.

Employees are eligible for a maximum of six weeks of bereavement leave for the death of covered family members during a 12-month period.

This leave does not create a right for employees to take unpaid leave that exceeds or is in addition to the leave allowed under the Child Extended Bereavement Leave Act (CEBLA) or the federal Family and Medical Leave Act (FMLA).

“Covered family member” includes an employee’s: spouse; domestic partner; child; stepchild; foster child; legal ward; an individual for whom the employee stands in loco parentis; parent; stepparent; sibling; mother-in-law; father-in-law; grandparent; and grandchild.

In addition to being able to take leave due to a miscarriage or stillbirth, an employee may take leave due to other qualifying reasons including:

- An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure.
- A failed adoption match or an adoption that is not finalized because it is contested by another party.
- A failed surrogacy agreement.
- A diagnosis that negatively impacts pregnancy or fertility.

Leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or other qualifying reason.

Employees should give at least 48 hours’ advance notice of leave. If 48 hours’ notice is not reasonable and practicable, employees should give as much advance notice to Pizza Ranch as possible.

Pizza Ranch may require verification of the need for this type of bereavement leave. Employees may use earned but unused PTO for any unpaid leave time.

Bereavement Leave for the Suicide or Homicide of a Child

Under the Illinois Child Extended Bereavement Leave Act (CEBLA), full-time employees employed by Pizza Ranch in Illinois for at least two weeks are eligible for six weeks of unpaid leave if the employee experiences the loss of a child by suicide or homicide.

Employees may take leave for the loss of:

- A biological child.
- An adopted child.
- A foster child.
- A stepchild.
- A legal ward.
- A child for whom they stand in loco parentis.

Employees should give reasonable advance notice to Human Resources of their intention to take leave, unless providing advance notice is not reasonable and practicable.

Leave may be taken in a single continuous period or intermittently in increments of no less than four hours.

Leave must be completed within one year after the employee notifies Pizza Ranch of the loss.

Pizza Ranch may require documentation in support of the leave in the form of a death certificate, published obituary, or other verifiable documentation and may require that the documentation include the cause of death.

Leave under CEBLA does not extend the maximum period of leave an employee is entitled to under the federal Family and Medical Leave Act or under any other paid or unpaid leave provided under federal, state, or local law, a collective bargaining agreement, or an employment benefits program or plan.

Employees using leave under the CEBLA because of death of a child may not take leave under the FBLA because of the death of the same child.

Employees may use accrued but unused PTO and sick leave for any unpaid leave time.

Leave for a Family or Household Member Killed in a Crime of Violence

Under the Illinois Victims' Economic Security and Safety Act (VESSA), employees are eligible for ten work days of unpaid leave for the death of the employee's family or household member killed in a crime of violence.

Leave may be taken to:

- Attend the funeral, funeral alternative, or wake of the family or household member.
- Make arrangements necessitated by the death of the family or household member.
- Grieve the death of the lost family or household member.

Leave must be completed within 60 days of the date the employee received notice of the death of the family or household member.

Employees should give at least 48 hours' notice before leave is to begin unless doing so is not practicable. Pizza Ranch may require documentation in support of leave in the form of a death certificate, published obituary, or other verifiable documentation

Employees may use accrued but unused PTO and sick leave for any unpaid leave time.

For the purposes of VESSA leave, a family or household member includes:

- Spouse or party to a civil union.
- Parent.
- Grandparent.
- Grandchild.
- Sibling.
- Person related by blood.
- Person related by present or prior marriage or civil union.
- Person who shares a relationship through a child.
- Person whose close association is the equivalent of a family relationship (as determined by the employee).
- Persons jointly residing in the same household.

This leave does not create a right for employees to take unpaid leave that exceeds or is in addition to the leave allowed under the FBLA.

Illinois Domestic, Sexual, or Gender Violence Leave Policy

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), Pizza Ranch offers eligible employees up to 12 weeks of unpaid leave during a 12-month period of domestic, sexual, or gender violence leave, for a qualifying reason, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy.

You are eligible for leave if you are the victim of domestic, sexual, or gender violence or have a family or household member who is the victim of domestic, sexual, or gender violence.

Domestic Violence leave is available to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic, sexual, or gender violence against you or your family or household member.
- Obtain victim services for you or your family or household member.
- Obtain psychological or other counseling for you or your family member.
- Participate in safety planning, including temporary or permanent relocation or other actions to increase you or your household or family member's safety from future domestic, sexual, or gender violence.
- Seek legal assistance to ensure the health and safety of you or your household or family member, including participating in court proceedings related to the violence.
- Take any other actions to increase you or your family member's or household member's safety from future domestic, sexual, or gender violence or ensure economic security.

Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave under this policy may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Eligible employees must provide Pizza Ranch with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, notice must be provided as soon as possible.

To request domestic violence leave, you must supply HR with a sworn statement that you or a member of your family or household is a victim of domestic, sexual, or gender violence and that leave is necessary for a specific qualifying reason. In addition, Pizza Ranch may require the following supplemental information:

- Documents from a victim's services organization, member of the clergy, or medical professional from whom the employee or family or household member has sought assistance.
- A police report or court record.
- Other corroborating evidence.

You must request this information within a reasonable time period and provide it to HR as soon as you receive it. Your full cooperation to obtain this supplemental information is required under this policy.

During leave, you must provide periodic reports (at least every 30 days) about your status and any change in your plans to return to work.

Domestic Violence leave is unpaid leave. However, you may substitute PTO for the unpaid leave. The substitution of PTO does not extend the leave period, but runs concurrently with it. Likewise, domestic violence leave runs concurrently with any leave available under the federal Family and Medical Leave Act (FMLA).

During an approved domestic violence leave, Pizza Ranch will maintain your health benefits as if you continue to be actively employed. If you choose not to return to work at the end of the leave period, you must reimburse Pizza Ranch for the cost of any health benefit premiums paid to maintain your coverage during the leave, unless you cannot return to work because of continuation, recurrence, or onset of domestic, sexual, or gender violence or other circumstances beyond your control.

Illinois School Visitation Leave

In accordance with the School Visitation Rights Act, Pizza Ranch encourages employees to fulfill their familial responsibilities by participating in their children's school visitations, including school conferences, behavioral meetings, or academic meetings. Generally, employees are able to find time to participate in school visitations either before or after work. If you are unable to do so during your non-working hours, Pizza Ranch will grant up to eight hours of unpaid time off per calendar year to participate in school visitations. You may take up to four consecutive

hours of unpaid time off on any given day.

To be eligible for leave under this policy, you must provide written notice to HR at least seven days before the school visitation. In case of an emergency, you must provide written notice 24 hours in advance. Employees should try to schedule leave under this policy at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Immediately after the school visitation, employees must obtain proof of the visitation from the school administrator. These documents must be submitted to HR as soon as possible but no later than two working days after the visitation. Failure to provide the required documents within this time period may result in disciplinary action.

Your request for school visitation leave may be denied. You may also be required to exhaust all other leave before taking school visitation leave.

You may choose to make up the hours missed for school visitation leave, including by working on a day or shift other than your regularly assigned day or shift, if Pizza Ranch determines a reasonable opportunity to make up that time exists. These make-up hours will be paid at the same rate as regular work hours. Make-up hours must be completed under the discretion of Pizza Ranch.

Illinois Election Judge Leave

Pizza Ranch encourages employees to fulfill their civic responsibilities by serving as an election judge. Generally, employees are able to find time to do so either before or after work. If you are unable to do so during your non-working hours, Pizza Ranch will grant time off to serve as an election judge under the terms and conditions of this policy.

To be eligible, you must provide written notice to HR at least 20 days before Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever causes the least disruption to the normal work schedule.

Your request for time off to serve as an election judge may be denied if more than 10% of Pizza Ranch's employees are absent on Election Day.

Nonexempt employees who comply with the terms and conditions above, including providing advance written notice, may take unpaid leave to serve as an election judge. Employees may, however, use any accrued paid time off (PTO) during this unpaid time off. PTO and other benefits will continue to accrue during this leave.

Exempt employees who comply with the terms and conditions above, including providing advance written notice, will receive paid time off for leave to serve as an election judge, subject to Pizza Ranch's policy on pay deductions for salaried exempt employees. PTO and other benefits will continue to accrue during this leave.

Bone Marrow, Organ, and Blood Donation Leave

In accordance with Illinois law, full-time employees employed for six months or more are eligible to take paid bone marrow, organ, and blood donation leave.

Bone Marrow and Organ Donation Leave

Eligible employees may take up to ten days of paid leave per 12-month period to donate bone marrow or organs. Any employee requesting bone marrow or organ donation leave must provide HR with a written physician verification of the purpose and length of bone marrow or organ donation leave.

Blood Donation Leave

Eligible employees may take up to one hour of paid leave every 56 days to donate blood. If an employee's attempt to donate blood was unsuccessful as determined by the blood bank, the employee will forfeit the hour of paid leave. Any employee who has taken blood donation leave must provide Pizza Ranch with verification of the employee's blood donation in the form of a written statement from a blood bank confirming the employee kept the blood donation appointment.

Leave under this policy will run concurrently with other leaves provided by Pizza Ranch.

Volunteer Emergency Worker Job Protection Policy & Leave for Civil Air Patrol Members

In accordance with Illinois law, Pizza Ranch will provide the necessary unpaid time off to employees who volunteer as emergency workers or Civil Air Patrol members.

Volunteer emergency workers will be permitted to abstain from work or late to work in order to respond to an emergency prior to the time the employee is to report to work. In addition, volunteer emergency workers will be permitted to respond to an emergency phone call or text message during work hours that requests the person's volunteer emergency services.

Civil Air Patrol Members may take up to 30 days of emergency response leave. If leave will last five or more consecutive work days, you must provide written notice at least 14 days before the leave begins. If leave will last less than five consecutive work days, you must provide written notice as soon as possible. In all instances, you must cooperate with Pizza Ranch to schedule the leave to avoid unduly disrupting operations. Within seven working days after service is completed, you must provide HR with a written statement from the Civil Air Patrol authorities verifying your participation as well as confirming your eligibility for leave under this policy.

Employees must use available PTO to cover their absence. If no PTO is available, the time will be unpaid.

Pizza Ranch has the right to request the employee provide Pizza Ranch with a written statement from the supervisor or acting supervisor of the volunteer fire department or governmental entity that the volunteer emergency worker serves stating that the employee responded to an emergency and stating the time and date of the emergency.

Employees who take emergency response leave as a volunteer emergency worker or civil air patrol member will be reinstated in accordance with the applicable law. Also employee benefits will continue during the leave, at your expense.