



**Turnip Rose Co**  
**Team Member Handbook**

(2/21/17)

*“Excellence In Motion”*

**Employee Handbook**

## KEY MANAGEMENT STAFF

### CORPORATE OFFICE

#### EXECUTIVE MANAGEMENT TEAM

<b>Ray Sherbanee</b>	<b>President/Chief Executive Officer</b>
<b>Kelly Sherbanee</b>	<b>Administrator/Chief Operations Officer</b> <a href="mailto:kellysherbanee@turniprose.com">kellysherbanee@turniprose.com</a> (714) 863-2723
<b>Barbi Relock</b>	<b>Senior Events Consultant</b>
<b>Brandi Brewster</b>	<b>Scheduling/ Sr. Event Manager/Staff Manager</b> <a href="mailto:brandib@turniprose.com">brandib@turniprose.com</a>
<b>Carlos Garcia</b>	<b>Food and Beverage Manager</b>
<b>Nick Sherbanee</b>	<b>Food Service Manager</b>

#### ADMINISTRATIVE MANAGEMENT TEAM

<b>Joe Sherbanee</b>	<b>Assistant Administrator</b> <a href="mailto:joesherbanee@turniprose.com">joesherbanee@turniprose.com</a>
<b>Debbie Kautsky</b>	<b>Administrative Supervisor</b> <b>Assistant to the Administrator</b> <b>Payroll/accounting/Human Resources Manager</b> <a href="mailto:debbiekautsky@turniprose.com">debbiekautsky@turniprose.com</a>

#### CAFÉ MANAGEMENT TEAM

<b>Kelly Sherbanee</b>	<b>Restaurant General Manager</b> <a href="mailto:kellysherbanee@turniprose.com">kellysherbanee@turniprose.com</a> (714) 863-2723
<b>Gonzalo Aguilar</b>	<b>Restaurant Kitchen Manager</b> <a href="mailto:gonzalo@turniprose.com">gonzalo@turniprose.com</a> (714) 805-0296
<b>Jennifer Davis</b>	<b>Café Manager</b> <a href="mailto:davis76jen@gmail.com">davis76jen@gmail.com</a> (714) 454-0182
<b>Natalie Vanore</b>	<b>Assistant Café Manager</b> <a href="mailto:nvanore91@gmail.com">nvanore91@gmail.com</a> (909) 573-5369

## **Our Mission**

**To provide the highest quality food services in an elegant, tasty, fun and classy manner, while continually striving to exceed expectations of those we serve.**

## **Our Promise**

**We look forward to sharing the Turnip Rose experience with you and affording you the opportunity to make all our dining experience come to life. The Turnip Rose Café promises that we will provide the utmost in service and quality to our customers, their friends and families with the very best that Orange County has to offer.**

## **Message from the President**

**Welcome to The Turnip Rose Company. You have been selectively hired based on your professionalism and ability to provide TOP LEVEL SERVICE. We are very proud of our organization and what it represents. I know that your contribution will be fruitful and I am confident that my Management Staff stands ready to assist and train you so that you will be very proud to say to anyone “I work for the best....I work for the Turnip Rose Cafe”. Relax and enjoy your journey.**

**WELCOME ABOARD**

***Ray Sherbanee***  
***President***

***“THREE GOLDEN RULES”  
OF  
THE TURNIP ROSE***

***#1 PROJECT THE “TR” IMAGE***

- *Appearance*
- *Grooming*
- *Uniform*
- *Attitude*
- *Demeanor*

***#2 CONCERN FOR OTHERS***

- *Loyalty from the heart*
- *Caring and Kindness*
- *Concern for Customers  
Co-workers and Supervisors*

***#3 RESPECT FOR OTHERS***

- *Be a “Professional” on the job*
- *Treat the job, and Co-Workers  
with Professionalism and Dignity*

## **ENTRANCE TO FACILITIES**

**REMEMBER** that front parking is reserved for guests **ONLY**. At all times, we park away from the main guest parking. Parking is designated on the extreme right of the center just across from the CVS drive up window.

We shall always use the employee entrance located to the rear of the building alongside the private entrance to the senior apartments; “Azulon”. You will be given a personal “FOB” scanner to gain entry. Never use the restaurant front door. We are not allowed on the service floor in street clothes, nor should we be on the service floor unless we are fully dressed for our shift. There is only one way to wear your uniform - ---Full dress, with name badge and polished shoes and in proper uniform

**DO NOT CHANGE IN THE PARKING LOT. DO NOT WALK IN WITH YOUR SHIRT TAIL OUT, OR HALF DRESSED. YOU ARE OBSERVED BY CUSTOMERS EVERYWHERE.**

## **VALUABLES**

**Avoid bringing valuables to work. All employees must maintain control and be responsible for their own possessions. No back packs allowed inside the Café area. You are allowed to bring your backpack into the employee room to place in a locker. Lockers are provided and you provide the lock for your own use and security.**

**No overnight lockers are permitted without expressed permission of Management.**

## **UNIFORM ISSUE**

**Uniforms are issued to you on a personal loan basis. The value is approximately \$200.00. We will deduct your deposit of \$20.00 per paycheck until you have reached the sum of \$150.00. Upon your termination, and only when all of your uniforms are returned in good condition and cleaned will your deposit be**

refunded to you. Any missing or damaged items will be deducted from your deposit.

## **APPEARANCE AND GROOMING**

A professional, clean neat and “classy” appearance is required each day that you are scheduled to work. The atmosphere in which you work is one that you can be proud of. Always dress with **PRIDE**. If you question in your mind if an item might be inappropriate then it probably is. Remember you are at work please!

### **WOMEN**

*Fingernails* – This is an area that is always visible to our customers and must always be presentable. Nail tip length cannot exceed ½”. If you wear nail polish, it shall not be chipped and will be of a moderate color subject to approval. No acrylic or press on nails allowed.

*Hair* – Short cut styles that are away from the face are suggested. Medium length hair worn half up/half down works well. However, if you have long hair it must be confined in a clip, wrapped in a bun or pulled back in a pony tail so that no hair falls onto the food. Hair color must be conservative. Bright or eccentric colors are strictly prohibited!

*Jewelry*- No excessive finger or earrings. Wedding rings may be worn with no more than 2 rings at a time (ear or fingers). No eccentric (ear or finger) rings allowed, if questionable management reserves the right to correct.

### **MEN**

*Hair*- Must be neat and even all around. Length can’t exceed 2” past the earlobe, all around. Hair must be groomed away from your face. You must clean shaven for each shift. Beards

are not allowed. No spiked hair or abnormal hair colors. No eccentric colors permitted as color must be consistent throughout. Goatees are allowed within established specifications.

## **BODY ALTERATION OR MODIFICATIONS**

Intentional body alterations or modifications for the purpose of achieving a visible, physical effect that disfigures, deforms or similarly detracts from a professional image are strictly prohibited.

*Examples include but are not limited to:*

Visible tattoos, brands or branding, body piercing (other than traditional ear piercing for women), earlobe expansions, tongue piercing, or tongue splitting, tooth filing, disfiguring skin implants. Methods to conceal an unacceptable piercing or tattoo such as using a bandage are not permitted. Spacers or retainers are not permitted in any visible body piercing.

## **TATTOOS**

Visible tattoos (hands, fingers, wrist, neck etc.) are not permitted. (Tattoo notification signed at pre-employment).

## **UNIFORM OF THE SHIFT**

You will be instructed to the proper uniform guidelines. Always be alert to ensure you have the proper uniform for your shift. Only prescribed uniforms are authorized for service. Only the General or Assistant Manager can authorize wearing sweaters. **ALWAYS BE READY.**

## **NAMEBADGE**

**Your own name badge must be worn at all times. Don't wear another employee's name badge! Place your name badge on your right side. If you forget your badge – see your manager on duty.**

**YOUR NAME BADGE IS PART OF YOUR COMPLETE UNIFORM**  
**Lost your badge? You will be charged for a replacement badge!**

## **SHOES**

**Both women and men will be instructed on the style and approved type of black shoes. BLACK is the only acceptable shoe color. The correct shoes will have black laces and stitching – no colored top stitching is allowed. Your shoes should always be clean, polished and in good repair.**

## **JEWELRY**

**Minimal jewelry PLEASE! Good judgment on your part will avoid constant correction. No facial jewelry will be permitted. Men are not allowed to wear earrings. Women, your jewelry should be non-excessive, and of reasonable size. All jewelry must be in good taste. We are a fun company with conservative leans. No nose rings or studs allowed.**

## **MAKE UP**

**Women are encouraged to wear make-up appropriately. You will look excellent in your uniform if you apply your makeup properly. Take pride in the way you look, you will feel excellent and you will have great pride in your job.**



## PERFUME/COLOGNE

Perfume and cologne are allowed, but it should not be overpowering. We are in close contact with our clients and some smells can be offensive or bothersome to our guest. Use your good judgment in this area.

## PERSONAL HYGIENE

We are in close personal contact with our guests; we need to make sure that we maintain excellent personnel hygiene. We do not want to be offensive to our guests, or others we work with. When using the restroom always wash your hands even if you were just looking in the mirror. Guest will notice so YOU MUST ALWAYS wash your hands!!!!

## SCHEDULING

### **YOU ARE RESPONSIBLE FOR YOUR OWN SCHEDULE!!!**

The schedule is posted each Friday on the Turnip Rose Café website [www.turniprosecafe.com](http://www.turniprosecafe.com). You shall retrieve your schedule online. NEVER ASSUME THAT YOU ARE OFF UNTIL YOU'VE CHECKED THE SCHEDULE.

## TIME OFF

To request time off you will need to get your "REQUEST" by email submitted no later than Tuesday p.m. for consideration for the following week. No verbal request will be accepted, all requests must be in writing by email to the Assistant Manager Natalie Vanore [nvanore91@gmail.com](mailto:nvanore91@gmail.com)

NEVER ASSUME YOUR REQUEST IS APPROVED...IT IS ONLY A "REQUEST" AND MUST BE APPROVED. APPROVAL OF TIME OFF REQUESTS WILL BE ADMINISTRED BY YOUR APPROPRIATE MANAGER

## **SWITCHING SCHEDULES WITH ANOTHER EMPLOYEE**

If you need time off and did not make the request cut off time and the schedule shows you are working.....you may.....

1. Find someone (another staff member) who is **EQUALLY** as qualified as yourself to cover your shift.
2. **All switching must be approved by the Assistant manager**
3. In an emergency, the Manager of the shift may approve this switch.

## **TARDINESS**

Most of the time tardiness is caused by ill planning, lack of discipline and a lack of work ethics. If you are going to be late, **PLEASE** call in so the Shift Manager can shift things around to accommodate your assignments. This is necessary even if you are only 10 minutes late. If you are extremely ill, it is appropriate to call in 4-5 hours before your shift so we may recover before your scheduled time. If you are sick for more than two days, you may need a doctor's slip to return to work.

## **OBSERVATION PERIOD/30 DAY AND REVIEWS**

Everyone is considered temporary for ninety (90) days. In the beginning you will be observed closely for appearance, attitude, promptness and the desire to learn. You will receive on the spot corrections so you will learn to perform at your very best. Upon your 30<sup>th</sup> day you will be evaluated for retention as part of the Turnip Rose Café team. Periodically, you will receive a performance review to determine your performance at The Turnip Rose.

## **CONDUCT/FRATERNIZATION**

**In this business we encourage friendliness towards the guests. You are working in an extremely professional atmosphere and your good judgment must reflect a mature and professional style. You are directly representing The Turnip Rose to our clients, and our clients are who keep us in business. We encourage your engagement in small talk with customers, but only when you are approached by them. Keep the conversation simple and professional and **DO NOT EXPRESS OPINIONS OF A PERSONAL NATURE**, at the same time do not neglect your other customers. Remember we are here to serve the public! Conversing with other employees while on the service floor is not proper. If it is personal just **SAVE IT!** If it relates to the job, keep it focused and professional ~ believe it or not, we are being watched and evaluated by the public at all times.**

## **PAYCHECKS AND PAYDAYS**

**All paychecks are personal and confidential. Your hired rate is unique to you and your portfolio. WAGES ARE STRICTLY CONFIDENTIAL. All paychecks must be cashed within 60 days from the date of issue. The pay period starts on a Monday and ends fourteen (14) days later on a Sunday. Payday will be the following Thursday. We encourage you to sign up for direct deposit. Mailings must be authorized by you in writing.**

## **TIPS**

**Turnip Rose Café is considered a customarily non-tip operation. Some tips may be received and shall be shared and administrated by the Lead cashier of the shift keeping in mind that you are responsible for tracking and reporting your tips to IRS as warranted. The tip pool shall consist of all staff on duty**

except for those in Mgmt. Your tips will be made available the next day in a sealed envelope marked with your name.

### **LOST CHECKS**

If you lose your paycheck and it has to be reissued there will be a \$15.00 administrative charge imposed. **TREAT YOUR PAYCHECK AS IF IT WERE CASH.** Be responsible.

### **TIMECLOCKS AND TIME SHEETS**

In order for the company to properly pay you for all the hours you have worked, they must be documented hours. You must “punch” your hours IN and OUT in order for the time you worked to be recorded. If you forget to do either process (in or out) it will be necessary for you to ask your Manager so your hours can be authorized and recorded. **NEVER** punch more than 5 minutes early than scheduled.

### **RESIGNATION**

If you have reason to voluntarily resign from The Turnip Rose Co., a ten (10) day written notice is ethically appreciated. This will secure your future recommendations that you may need from your personnel records. If you find that you need to leave sooner than 10 days, a written notice is still required to properly administrate the correct entries in your personnel file. A lack of proper notice reflects poorly on you and may reflect negatively on your employment records. Proper consideration for the employer you are leaving and the one you are being hired into and any future employers deserve the necessary respect.

## **SEXUAL AND ANY OTHER HARASSMENT**

**The Turnip Rose is committed to providing a work place free of discrimination and unlawful harassment. Actions, words, jokes or comments based on a sex, race, age, ethnicity, or religion will not be tolerated. In any work environment there should exist a happy and content feeling of team spirit and a sense of security as though it is family. When a feeling arises of discomfort in any of the above areas (either observed or actually happening to you), then immediate resolution is necessary by letting the person who is engaging in this unwanted behavior to stop.**

**You must immediately report it to the General Manager directly. If the situation is uncomfortable then speak to the G.M. privately. Phone directly @ 760-966-1198 or email @ [jimmy@turniprose.com](mailto:jimmy@turniprose.com). You will always have the right to contact the corporate office for our H.R. Manager @ [debbiekautsky@turniprose.com](mailto:debbiekautsky@turniprose.com) or to the Administrator [Kellys@turniprose.com](mailto:Kellys@turniprose.com)**

**Turnip Rose does not discriminate against anyone based on race, color, sex, religion, national origin, age (40) or older or disability status (within reason and scope of ability to perform duties of the position hired for). You must immediately report any violations to your Manager. If you feel uncomfortable reporting to your Manager then you have the right to contact HR at the Corporate Office and speak with the HR manager or directly to the Administrator in private. HR Manager [debbiekautsky@turniprose.com](mailto:debbiekautsky@turniprose.com) (949) 478-8778 or directly to the Administrator at 714-863-2723 or [kellys@turniprose.com](mailto:kellys@turniprose.com)**

**There is a wide range of behaviors that can constitute sexual harassment. The following are guidelines that will make it easier to be understood. Think in terms of a traffic light.**

**GREEN** means *GO*

**YELLOW** means *CAUTION*

**RED** means *STOP*

**GREEN ZONE** *Performance counseling such as touching in a manner to assist one with their bow tie, straighten their collar or jacket lapel etc.. When these are done in an instructional nature by showing concern or giving a polite compliment or engaged in a friendly conversation.*

**YELLOW ZONE** *Many people find these behaviors unacceptable: whistling, questions about one's personal life, lewd or sexually explicit comments, suggestive motions, out of line jokes, staring, repeated requests for dates or phone numbers, unwanted letters or poems or other writing, sexually suggestive touching or any sexual gestures. Unwanted religious conversation or any unwanted exchange of behavior. When the person is told to stop unwanted behavior and he/she continues this is harassment.*

**RED ZONE.** *These behaviors are always considered as sexual harassment. Sexual favors and threats if sexual favors are not provided. Sexual remarks or pictures. Using status in the company to get dates. Obscene letters, emails or comments. The most serious forms of sexual harassment, which constitute criminal conducts are (1) sexual assault (2) rape (3) forceful grabbing (4) fondling (5) groping (6) forced kissing (7) unwanted touching.*

*Any person, manager or supervisor that condones or ignores sexual harassment of which they have knowledge is considered associated with this behavior and will be disciplined accordingly.*

[Report all harassment to the corporate office Kelly Sherbanee \(714\)863-2723 Debbie Kautsky @ \(949\)478-8778](#)

*Supervisors have been instructed to report any occurrences of misconduct All allegations against an employee will be investigated and conducted in a fair and timely manner with due process on both sides towards a reasonable conclusion based on evidence collected. Confidentiality will be maintained by Turnip Rose to every extent possible. Keep in mind that during the course in investigation this may not be very possible. If misconduct is present then appropriate, remedial actions will be taken. Staff lodging complaints will not be retaliated upon unless it is proven that this was done with willful intent to hurt someone else, at which time the wrongful act of wrongful reporting is considered conduct unbecoming and will be so dealt with appropriately.*

## **SAFETY**

**Safety is always a very important area. Always work and insist on working in a safe environment. Use common sense to avoid any danger to yourself or your co-worker or our customers or damage to property. It is common restaurant knowledge that you are always to stay to the right anytime you are walking through the restaurant. When approaching a blind corner ALWAYS SAY “CORNER” loud enough for others to hear you and get out of the way. Any time you are behind another associate say “behind you” loud enough for all to hear. It is imperative that we keep each other safe thorough out the shift! Turnip Rose supports the Two-Man Rule in carrying bulky, or considered unreasonable for a normal carry without straining. Although the Manager is normally abreast of this during your work shift this is an area that must be monitored by you. If a situation is not correct or unsafe, please ask for assistance.**

**ALL DOORS MUST BE OPENED WITH THE UTMOST CAUTION. EXPECT SOMEONE TO BE ON THE OTHER**

**SIDE! DON'T EVER KICK A DOOR! IF OPENING A BLIND DOOR ALWAYS KNOCK ON THE DOOR LOUD ENOUGH FOR SOMEONE WHO MAY BE ON THE OTHER SIDE TO KNOW THE DOOR IS OPENING!!!!**

**If you are carrying, it is always best to go butt first into the door, and then slowly swing out. If you notice a spill, or any unsafe condition, secure the area and ask your co-workers to assist in the clean up. If someone is injured it is your responsibility to get the Manager immediately.**

**All accidents must be reported no matter how minor!**

## **SANITATION**

**Wash your hands each and every time you enter/exit the guest bathrooms when spot cleaning. (Note: As an Employee you have your own bathroom to use) Entering the guests bathroom is strictly for spot cleaning only. You may be observed by a client and they will talk! It is expected in the business to wash your hands every half hour. It is also the first thing you do after clocking in for your shift! See hand washing chart for proper hand washing procedures.**

## **MEALS**

- 1. When you work 6-8 hours, you may eat from the menu one choice up to a \$10 value (you may have a hot regular beverage or from the soda fountain only complimentary) – any overage shall be paid to the cashier.**
- 2. All employees MUST go through the cashier for any and all meals. Ordering from Kids menu is authorized**
- 3. If your shift is 5.59 hours or less you may have a meal (on premise) Your allowance is \$5.00 (Kids Menu ok)**
- 4. Uneaten foods cannot be taken out of the facility.**
- 5. You may purchase foods to take home with an employee discount of 10%. Only purchased meals can be taken**



home in a bag sealed with receipt and signed by a Lead or Manager.

6. If you visit the Café during off times, you may enjoy an employee discount of 10% for your purchase only. We want you to love your Café.

### **THEFT**

Uncooked, cooked, or leftover food is not yours to consume or to take home. No food is to be taken out of the restaurant by an associate.

### **CALLING IN SICK**

If you call in sick on the day before or on the day of your shift, you may be asked to provide some sort of verification of your sickness. A doctor's note or any verifiable means (note from parent, roommate, guardian, or spouse) may be required prior to your next shift or you will be suspended from work until verified.

### **MATERNITY LEAVE**

Any employee who is pregnant must promptly notify the General Manager. A doctor's note is absolutely required for you to continue to work. This is solely for your safety so we may adhere to your limitations set by the Doctor.

### **SMOKING**

The Turnip Rose Company endorses and promotes a non-smoking environment. If you need to take a smoke break it will be at your break time only. The designated smoking area that is safe and away from the main action is our loading dock area. Please clean up after yourself and wash your hands

**immediately. E-cigarettes are treated same as regular cigarettes.**

## **ROBBERY PROCEDURE**

**We understand that some subjects are uncomfortable to discuss but we value the safety of our employees and realize the possibility of any of us to be a victim of such an event. Some tips to remember in case you are a victim.**

- 1) Keep the back door locked at all times, except when getting a delivery, or taking out the trash. Check first before opening the door to be sure you know who's there. If the person is unknown to you then have them come around to the front of the restaurant to show their identification and state their business. Under no circumstances should the doors be open during non-business hours to any customer, unscheduled or former employees, or unscheduled vendor.**
- 2) Immediately contact your manager if suspicious persons are hanging around the business or parking lot. Do not loiter in the parking lot after dark. Team members should watch out for each other for safety.**
- 3) Once a robbery begins, the safest response is to comply with the demands and get them out of the location asap. Remain calm and follow the instructions of the robber.**
- 4) Consider all suspects armed and provide them with all the requested cash. Do not attempt to hold back any funds.**
- 5) Avoid sudden moves and do not stare at the robber keeping your hands in plain view. Keep a mental note of any physical characteristics that might assist the police in**

identification. Eye color, scars, tattoos, piercings, etc. If possible, remember clothing, shoes, hats, etc.

6) Never chase or attempt to apprehend. When the robber leaves do not follow. If possible, be alert to the direction and manner of escape. Without going outside try to obtain a description of the vehicle including make, color, license number and state.

7) After the robbery lock the doors and call 911 immediately

### **TELEPHONE/CELL PHONE USAGE**

All telephones at the facilities are privately owned and offer no personal security or privacy. Use of phones must be authorized by the Manager and must be for immediate business use only – limited to two minutes only. You may give out your work phone numbers for emergency purposes only.

**CELL PHONE USAGE IS NOT AUTHORIZED AT ANYTIME WHILE ON THE CLOCK. TEXTING IS ALSO NOT PERMITTED. YOU MAY USE YOUR CELL PHONE ON YOUR BREAK IN THE BREAKROOM AND ONLY OUTSIDE THE BUILDING. FOR EMERGENCY – SEE YOUR MANAGER.**

### **GRIEVANCE PROCEDURES**

Should you ever have a problem regarding any area of your employment, such as payroll, scheduling, personnel, and you have already used the chain of command, then you are free to contact the Administrator, Kelly Sherbanee either by email or by phone. The administrator's direct phone number is 714-863-2723, his email is [kellysherbanee@turniprose.com](mailto:kellysherbanee@turniprose.com) . We all

**strive to ensure that you are happy with your employment at The Turnip Rose.**

### **FIT FOR DUTY**

**Your general health must be good enough for you to work in your assigned area. You must NEVER come to work severely ill or intoxicated. You may be considered unfit and sent home. If we consider you unfit for any reason, you could be subject to medical examination, which could include a drug screening process. The Turnip Rose is a drug free zone. Immediate termination is necessary for any person indulging in drugs or alcohol while on or around any Turnip Rose grounds, or proximity to any receptions regardless of the location.**

### **ALCOHOL AWARENESS**

**Understanding the effects of alcohol is important in determining if you need to get the Manager involved in the sale of an alcoholic beverage to a guest.**

- The effects of alcohol will vary depending on the individual but generally, people will be relaxed and sociable. With continued drinking the mood could turn from a good buzz to a depressive, angry, loss of control state.**
- Your goal as a team member is not to allow the guests to become physically intoxicated. Monitoring guests who consume alcohol is all of our responsibility.**
- Remember alcohol effects judgment, reactions, inhibitions, and physical coordination.**
- If any question with “to serve or not to serve” get a manager involved and explain the guest actions, which brought up your concern.**

- You do not have the authority to “cut off” a guest but you are directly responsible to inform the Duty Manager.

## **PERSONAL QUALIFICATION STANDARDS (POS)**

**Personal qualifications are required to be completed within 60 days from the start of your employment.** This is a measure of your progress and possible assignments to more intricate areas of catering.

**GOOD LUCK – YOU ARE GOING TO HAVE FUN!**

**ENJOY THE EXPERIENCE.**

## ***SAFETY HANDBOOK***

## ***THE TURNIP ROSE COMPANY***

*INTRODUCTION TO NEW EMPLOYEES; As you begin your employment with The Turnip Rose Company, we want to emphasize that your health and safety are of the uppermost importance in the minds of management, supervisors and your fellow employees. We want to emphasize that injury prevention is the responsibility of everyone, and that you should become thoroughly knowledgeable with and observe all safety practices. The management and your fellow employees welcome you as a member of the organization. Your cooperation in accident prevention will mean that your employment with us will be safe and profitable.*

### ***TO ALL EMPLOYEES***

*Management earnestly requests your cooperation in preventing accidents. Safety is not the sole responsibility of management, the supervisor, the experienced employee or the new employee alone; it is the responsibility of every employee, every minute of the day*

*or night whether at work, or at home or on the highway. Your responsibility for safety is continuous.*

*You should know and understand the general safety rules stated herein and the specific safety rules pertaining to your department and particular job.*

*You are expected to use proper care in your work for your sake and the sake of the employees working with or near you. If a fellow worker is careless and performs his or her work improperly, call his or her attention to it. If he or she persists, report it to your supervisor. Safety can only be accomplished with the complete cooperation of all employees. Because we are engaged in many diverse activities, some work assignments require special protective devices. Ask your supervisor what safety equipment or measures are necessary for your assignment.*

*Be watchful for the safety of visitors and new employees. They may not be familiar with the operations.*

*Good housekeeping reflects your interest in your surroundings. A clean shop is usually a safe shop. You are responsible for your immediate area and each employee is responsible for sharing in the cleanliness of community areas. Do your part to keep them clean.*

## **REPORTING UNSAFE CONDITIONS**

*If you see any condition, practice or method of working in your department which looks dangerous to you, report it to your supervisor immediately. If you observe conditions of great or unusual hazard with which you are not familiar it is your responsibility to obtain proper instructions from your supervisor before you proceed. Under no circumstances should you take unnecessary risks.*

***Immediately report all injuries to your supervisor/lead man no matter how slight. Infections develop quickly even from a tiny scratch. The word “Immediately” is interpreted as no more than one hour after the injury. You may think the injury does not amount to anything, but do not take a chance. Report your injury to your supervisor immediately. Medical treatment will be provided immediately.***

***You have the same responsibility to report any property damage immediately to your supervisor.***

### **IN CASE OF A FIRE**

***Report fires immediately by activating a fire alarm. If there is no alarm system in your area, notify your supervisor. Report location of the fire, our name and telephone number from which you are calling. Do not hang up the phone until released to do so. Know where the fire extinguishers are and how to use them. After a fire extinguisher has been used place the extinguisher in the designated fire refill station for servicing. Extinguishers using water must never be used on electrical lines or electrical equipment. Never pour flammable liquids down a sewer!***

### **EMERGENCY EVACUATIONS**

**In case of emergency an evacuation diagram is available in the restaurant to direct you to safety.**

### **CHEMICALS IN THE WORKPLACE**

**Many cleaning chemicals are used and stored in the restaurant. Provided for your safety is a detail list of them and the antidotes in case of exposure. They can be located in the M.S.D.S. (material safety data sheets) binder in the safety area**

**of your store. Any questions or concerns please consult with the General Manager.**

### ***LIFTING HEAVY OBJECTS***

***Always use common sense in lifting heavy objects. Bend at your knees and have someone help you. Always wear a back brace for extra support.***

### ***RESPONSIBILITY***

***It is the responsibility of management to interpret and enforce the rules contained in this booklet. It is your responsibility as a Turnip Rose team member to comply with them. The management requests your cooperation in our effort to make every employee familiar with all safety and operating rules. It's our goal to prevent injuries. In the interests of this common cause, Management is committed to enforce all safety rules. Disciplinary measures will be used to assure compliance.***  
***END***