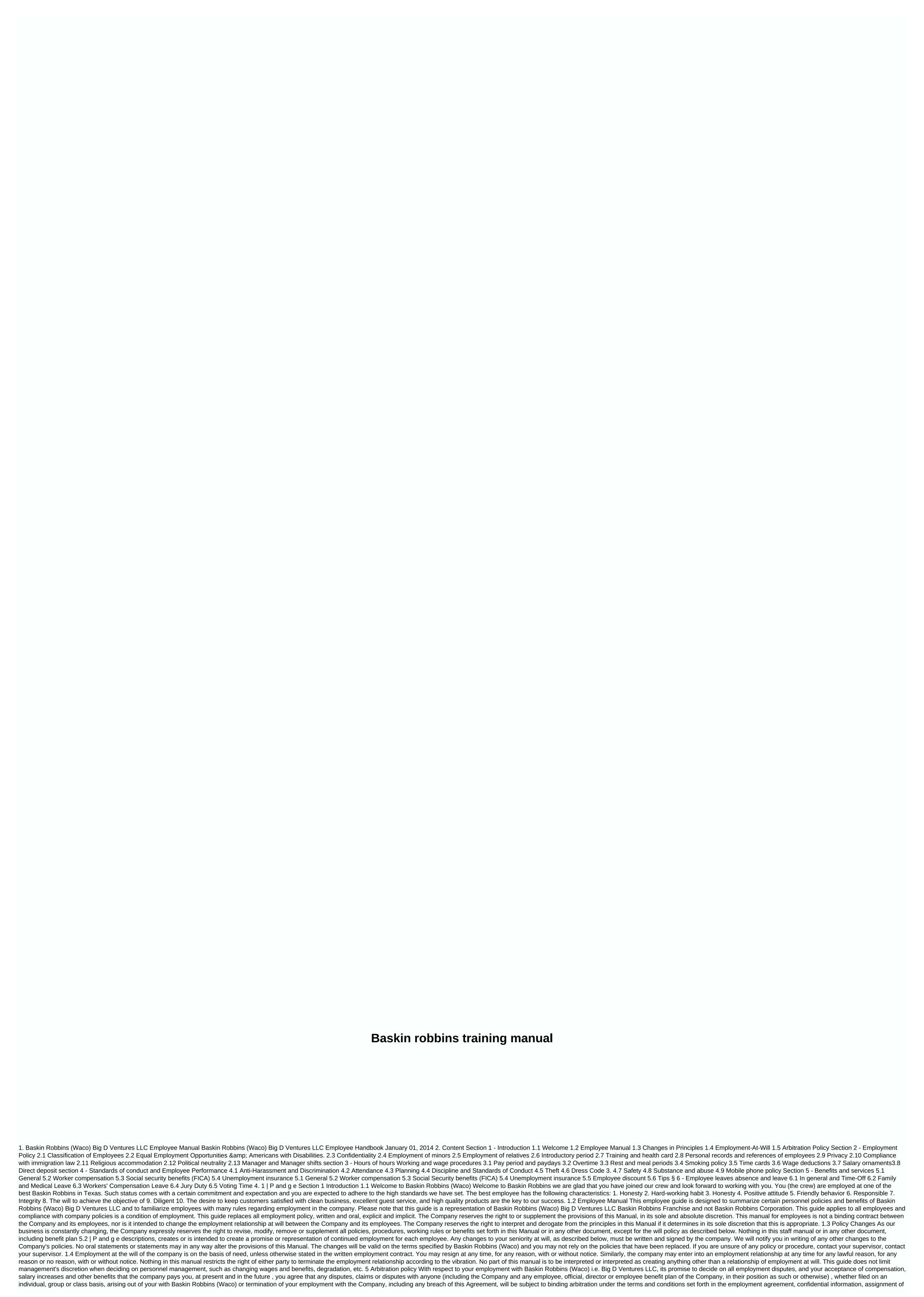
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the invention and arbitration agreement between you and Baskin Robbins (Waco) (or such other non-disclosure agreement between you provisions, you agree to rule on all of the above claims in a neutral, mutually acceptable forum in accordance with applicable minimum Regular staff - Employees who are hired to work on a regular basis. These employees may be either full-time or part-time. The difference of the control of the co	n arbitration standards. 6. P and g e Section 2 Employment princip	oles 2.1 Classification of employees The following terms are used to	describe employees and their employment status:
consultants and who are supposed to work 30 hours a week on a regular basis. Part-time employees who are not temporary staff, ind replacements to temporarily replenish the workforce or help complete a specific project. Work tasks in this category have a limited dur	ependent contractors or independent consultants and who are sup	pposed to work less than 30 hours a week on a regular basis. Tempo	orary staff - Employees who are hired as temporary
extended. All temporary staff are at will regardless of the expected duration of the assignment (see Employment Policy at will). Temporal change in status. Regardless of the status of the employee, the employee is employed by will and the employment relationship may be to provide equal employment opportunities to all employees and job seekers, regardless of illegal aspects of race, religion, religion, cr	e terminated at any time by the company or the employee, with or	without a contract. 2.2 The Equal Employment Opportunity And Am	ericans with Disabilities Act. It is the company's policy
protected classification applicable local, state or federal laws. This policy prohibits unlawful discrimination on the basis of the impressi to all aspects of employment, including, but not limited to, recruitment, work assignment, working conditions, compensation, promotion	on that anyone has any of these characteristics or is associated w	vith a person who has or is perceived as having or is perceived as ha	ving any of those characteristics. This policy applies
expects all employees to support our equal employment policy and take all necessary steps to ensure that the workplace is free from by law. The company may require medical confirmation of both the disability and the need for accommodation. Please note that the C	ompany may only seek to comply with known physical or mental li	imitations of an otherwise qualified person with a disability. Therefore	e, it is your responsibility to check in if you need
accommodation. The company will engage in an interactive process with the employee in order to determine possible accommodation continue engaging in as many of their normal activities as their condition allows, including work. If such staff are able to meet accepta allowed to do so. 2.3 Confidentiality. During their employment with the Company, employees may have access to confidential informa	ble performance standards with or without adequate accommodati	ion and medical evidence indicates that their work does not pose a s	ignificant threat to themselves or others, they shall be
Company deems to be proprietary and confidential. Maintaining the confidentiality of this information is essential for the company's company's business and publishing it only when they are authorized to do so, and to those who have a legitimate business need to kr	mpetitive position in the sector and ultimately for its ability to achie now about it. This obligation of confidentiality applies regardless of	eve financial success and stability. Employees must protect this infor f whether the employee is on or off the premises of the Company, du	mation by protecting it from use, using it only for the ring and even after the termination of the employee's
employment relationship in the Company. 2.4 The company strictly adheres to the FLSA when it comes to employing minors. General people under the age of 18 from being employed in dangerous professions. In addition, the FLSA sets minimum wage standards for s Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates. The FLSA's provisions on child labour are designed	ome employees under the age of 20, full-time students, student st	tudents, apprentices and workers with disabilities. Employers genera	lly must have permission from the U.S. Department of
allowed to operate certain facilities in the shop and are limited in how late they can work and what duties they may perform in the stor or have access to confidential or sensitive information relating to others, may cause supervisory, security, security or morale-related is	e. 2.5 Employment of relatives. The Company recognizes that emp	ploying relatives in certain circumstances, such as when they work in	n the same department, or oversee or manage others,
refuses to hire an individual to work in the same department as a relative of an existing employee. Relatives covered by this policy incompletes become related during employment, the company should be informed so that we can determine whether there is a problem	n involving supervision, safety, security or morality or a conflict of i	interest that would substantially and substantially disrupt the compar	ny's activities. If the Company determines that such a
problem exists, the Company will take appropriate measures to resolve the issue, which may include reassigning one relative (if feasil During this time, you will learn your new duties, complete online training at Baskin Robbins University, get to know other employees a the company finds your performance satisfactory and decides to continue your employment, you will be informed of any expected imp	nd see if you are satisfied with this position. During this time, your	manager will monitor your performance. At the end of the introducto	ry period, your manager will be your performance. If
by the company for a certain period of time, but instead allows you and the company to assess whether you are suitable for the position the company. 2.7 Training and Health Card New Hires will need to complete all assigned Baskin Robbins training and obtain a McLer	on. Your status as an employee does not change at will - the emplo Inan County Health Card from the McLennan County Health Depa	loyment relationship can be terminated with or without a contract and artment. New training modules are added to Baskin Robbins Universi	I in advance or without notice, at any time by you or ty from time to time up to date and new staff will need
to complete training when training modules are accessible. The store manager will let you know when new training is needed. All new period, the employee will be removed from the work plan until the training is completed and the health card is obtained. The manager demoted from the current position and the working hours will be reduced until the retraining is completed. 2.8 Personal records and re	has the right to require the employee to go through the retraining p	process at any time if the manager feels it is needed. If a retraining p	process is required, the employee will eventually be
cannot be removed from the company premises without written permission. Because personal files and payroll records are confidential as employees' personal contact details, work schedule and employment status, is strictly prohibited by anyone in a company other than	al, access to records is restricted. In general, only those who have an managers. However, the Company will cooperate with requests	a legitimate reason to check the information in the employee file car from authorized law enforcement agencies or local, state, or federal	n do so. The disclosure of personal information, such agencies that conduct official investigations and if
otherwise required by law. Employees can contact the manager and ask for time to check their payroll records and/or personal file. In exception of documents that you previously signed, no copies of documents may be made to the file. You can add your comments to and eligibility for re-hire decisions if requested. Compensation information may also be verified if the staff member provides written pe	any questionable item in the file. According to the policy, the Comp	pany will only provide employment data and positions (positions) of a	a former or current employee held with the Company
business. Information on workers' remuneration shall not be regarded as private information on healthcare; however, this information private healthcare information with a member of management, that information will be considered confidential. Where applicable, the	will only be published on the basis of the need to know. The Comp Company shall provide guidance to employees and management t	pany does not exhibit or receive any private health information during to ensure that the company's employees comply with the requiremen	normal work. If an employee voluntarily shares nts of the Health Insurance Portability and
Accountability Act (HIPAA). 2.10 Compliance with immigration law. 10. P and g e In accordance with the Immigration Reform and Cor work within three working days of the date of recruitment. Former employees who are re-recruited must also complete form I-9 if they with immigration law without fear of retaliation. 2.11 Religious accommodation. The company shall ensure adequate arrangements for	have not completed form I-9 with the company during the last thre	ee years or if their previous I-9 form is no longer retained or valid. Yo	u can raise questions or complaints about compliance
accommodation, you are obliged to submit the application in writing to your manager as far in advance as possible. You are expected the freedom of the individual and our political institutions requires broad participation of citizens in the selection, nomination and elections are expected to the individual and our political institutions requires broad participation of citizens in the selection, nomination and elections are expected to the individual and our political institutions requires broad participation of citizens in the selection, nomination and elections are expected to the individual and our political institutions requires broad participation of citizens in the selection, nomination and elections are expected to the individual and our political institutions requires broad participation of citizens in the selection.	to strive to find co-workers who can help you with accommodation	n (e.g. business shifts) and work with the company to find and evalua	ate alternatives. 2.12 Political neutrality. Preserving
entitled to their own personal Position. The company will not discriminate against employees on the basis of their lawful political activity society and that you do not represent the company. 2.13 Shift managers and leaders are the immediate superiors for all employees. On the particle of their lawful political activity and that you do not represent the company. 2.13 Shift managers and leaders are the immediate superiors for all employees.	Only one shift leader is in charge of shifts at a time, employees sho	ould do what the shift leader and/or manager has asked them to do f	or as long as it is legal and within the company's
policy. Any questions about company policy or general concerns can be addressed with the shift manager or manager. If you have a parager and/or assistant manager of the store. Shift managers should always behave responsibly and respectfully and maintain the shift is over. The storage key must be returned to the store after the employee has terminated his employment or voluntarily left the company.	same knowledge as the manager and/or assistant manager. Shift I	Leaders are given a storage key to promote and are solely responsil	ole for that key, closing and locking the store when the
e Section 3 Hours of work and wage procedures 3.1 Payment periods and paydays. Employees are paid once every two times a weel store and is not required. If there are payout problems they can and will be divided into actual payouts, which is Friday. All employees	k. Paycheck is every other Thursday. The payout period ends on Sare paid by cheque or direct advance payment for the above payo	Sunday and payouts will be ready by 5pm on Thursday. Getting paid out. If the normal payout falls on a weekend or company holiday, em	on a Thursday is a cohabitation policy set by the ployees will be paid the next business day after the
holiday and/or weekend. 3.2 Overtime. Regular employees will be paid in accordance with federal and Texas state law. All overtime wis not permitted under any circumstances. 3.3 Rest and meal times. All rest periods and meals will comply with Texas law. To the extension 15 minutes will be unpaid. Regular scheduled to work more than five hours will be provided 30-minute unpaid meal period. Meal	ent Texas state law does not require rest and food breaks, regular	employees will be provided with 15-minute paid rest breaks for ever	y four hours of working hours. A rest break of more
policies If you smoke, this must be done outside the shop and out of the sight of customers. After returning to work, you need to wash allowed two paid 15-minute smoke breaks for every five hours of shifts worked. If you work less than five hours of shifts you are allow	your hands. Cigarettes should be completely extinguished and dis ed one paid 15-minute smoke break. Smoke breaks can only be ta	sposed of in a garbage can behind the store is not thrown to the grou aken on the approval of the manager and/or shift leader, and never o	und or anywhere near the store. Employees are luring peak trade times. Smoke breaks are not
required by law, abuse of this privilege will cause smoke breaks to be prohibited. 3.5 Time cards. 12. P and g e All employees shall ke and may not be changed without the consent of the chief of staff and may not be forgery in any way. Arrival/de-debit procedures are prental and must be returned upon termination and/or voluntary leave from the company. Losing an access card will require the employer	erformed through the POS cash register system in advance with t	the employee's assigned access card. Access cards are registered to	a specific employee and are dealt at the time of
made for the following: Federal and state withholding income taxes, Social Security, Medicare, state disability insurance & the correct federal or state form and submitting it to the manager. At the beginning of each calendar year, you will be provided with a provided w	temporary health insurance, and other items designated by you or	or required by law (including a valid court order). You can adjust fede	ral and state withholding income taxes by filling out
additional employee uniforms, money that is missing from the registry, deposit and safe/cash register on your shift, and product losses satisfy a fair debt. Once the Company has received the legal documents attachment, we are legally obliged to continue to make deduwe still need legal documents to stop the attachment. 3.8 Direct deposit. All employees are encouraged, but are not obliged to use a continue to make the same and the same and the same are satisfied by the same and the same and the same are satisfied by the same and the same are satisfied by the same are satisfied by the satisfied by	ctions from your cheque until we have withered the full amount or	until we have received legal documents from the court to stop the at	tachment. Even if you have already repaid the debt,
direct deposit will take one pay period to go into effect. Section 4 Standards of employee behaviour and performance 4.1 Combating I unlawful discrimination against individuals based on race, religion, religion, color, national origin, gender, sexual orientation, gender id	narassment and discrimination. 13. The Company undertakes to pr	rovide a working environment free from sexual or any kind of unlawf	ul harassment or discrimination. Harassment or
illegal and prohibited by company policy. Such conduct by an employee, contractor, customer, reseller or anyone else doing business employment or employment. To the extent that the customer, seller or other person with whom the company does business engages	in unlawful harassment or discrimination, the Company shall take a	appropriate corrective action. b. the submission or refusal by an indi-	vidual of such conduct shall be used as a basis for
decisions relating to the employment or employment of that person; or c. creates a hostile or offensive work environment. Prohibited hor other physical contact. Other forms of unlawful harassment or discrimination may include racial adjectives, slurs and derogatory refeel they have been harassed or discriminated against, or who are witnesses harassment or discrimination on the part of an employed	narks, stereotypes, jokes, posters or caricatures based on race, na	ational origin, age, disability, mariary status or other legally protected	d categories. Complaint handling procedure: Staff who
continue by not reporting it, regardless of who creates the situation. No employee, contractor, customer, supplier or other person who action in the event of a found inappropriate behaviour. 11 P a g e To the extent that an employee is not satisfied that the company is	making a complaint of harassment or discrimination, he or she ma	ay also contact the relevant state or federal law enforcement authori	ty for legal assistance. 4.2 Participation. The tardiness
and regular attendance are essential for the successful operation of the company's business. If, for any reason, the employee is unab employee must obtain the consent of his superior before leaving. In the event that the employee does not call his supervisor or does r salary. Excessive absence or tardiness may subject the employee to disciplinary proceedings until the termination of employment incl	not report for work for 2 consecutive working days, the employee s	shall be considered to have voluntarily resigned from his employment	t with the company and will be dismissed from his
due to illness require an apology from the doctor. If the disease does not require a visit to the doctor, then you are well enough to wor The weekly schedule of the planning staff is posted every Thursday in the store, sent electronically to the employee's mobile phones a	k shifts.) 3. Serious injuries. Employees should never be behind thand is accessible at the POS cash register at any time. Ignorance of	ne counter without a uniform unless they are scheduled to work. The of your scheduled time to work will not be accepted as a legitimate e	only exception to this policy is for the manager. 4.3 excuse for absence and/or late shift. After posting the
plan, there will be no changes to the plan without the manager's consent. If, for some reason, an employee cannot work his scheduled found at work, the shift employee must contact the manager to take further action. If the reason for missing the shift is not in accordant Call No Show, which is the reason for termination. 4.4 Discipline and standards of conduct. 15. P and g e As an employer at will, a co	ce with company policy, the employee will have to be present at th	he time of the shift. If an employee does not show up for a shift after	being instructed to do so, they will be recorded as No
reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, the discipline will not r standards of behavior to control employee behavior. Although there is no way to identify each rule of conduct, the following is an illust	necessarily be saved in a certain order. In addition, an employee m	nay be dismissed immediately at any time when he decides it is appr	opriate. Each organization must have certain
conduct apply to all employees whenever they are on company property and/or conduct company business (on or outside the compary C. unauthorized use or possession of property belonging to the Company, associate or the public; D. possession or control of illegal diagrams, pranks or other disorderly conduct that may endanger others or damage property; F. Disobedience, failure to perform assigned	rugs, weapons, explosives or other dangerous or unauthorised ma	aterials; E. Combating, participating in threats of violence or violence	e, the use of profanity or offensive language, horse
excessive absence or tardiness; I. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional behaviour or in of any company policy. Employees found to be in breach of company policies shall be subject to registration by 16.13 P and g e man	nappropriate behaviour in the workplace; J. Sexual or other unlawf	ful harassment or discrimination; K. unauthorized use or disclosure of	of confidential information of the Company; L. Violation
is defined as any product in the store without a full purchase of that product at the time the product is consumed, manufactured and/o considered theft. Use of the product with the intention of paying for it later or date is unacceptable and is also considered theft. If you are the product with the intention of paying for it later or date is unacceptable and is also considered theft. If you are the product with the product with the intention of paying for it later or date is unacceptable and is also considered theft.	are caught breaching the Company Theft Policy at any time, you w	vill be subject to disciplinary action by Baskin Robbins (Waco); and/c	or without restriction on deduction from wages for the
amount of product or money received, police involvement, and criminal charges brought against the employee depending on the seric purchase confirmation on any item that the employee consumes, or to remove/dispose of Baskin Robbins' assets. If proof of purchase when he's on class and working at the store. Clean complete uniform should be worn all the time on the clock. The Baskin Robbins (V	e confirmation cannot be found, the employee will be issued with a	a registration and/or immediate termination. 4.6 Dress Code. Baskin I	Robbins maintains a unified policy for his entire crew
Pants, NO Gym Shorts, NO wind pants, etc. \Box If you have long hair, it must be pulled back into a tail. 17. P and g e One store uniform will be deducted from the last paycheck of the employee. Additional uniforms can be purchased by an employee through a payroll deducted from the last paycheck of the employee.	will be provided free of charge at the time of rental, with the expedinction. Ask the manager for more information. 4.7 Safety. The cor	ectation that it will be returned upon termination or voluntary leave wit impany is committed to providing a safe workplace. Accordingly, the	th the company. If not the returned cost of the uniform company emphasizes safety in the first place. It is the
responsibility of the employee to take action to promote safety in the workplace and to work in a safe manner. By staying in the safety in order to remedy any hazards. 4.8 Substance and abuse. The company is committed to providing its employees with a safe and proof use, possess, sell, purchase or transfer illegal drugs at any time on company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company premises or when using equipment or in any place due to the company place due to the company premises or when using equipment or in any place due to the company premises or when the company premises	ductive working environment. In line with this commitment, it maint	tains a strict alcohol use and illicit drug use in the workplace. As a re	sult, no employee may consume or possess alcohol
engage in moderate alcohol consumption that can be administered and/or consumed as part of an authorized company social or busing prescribed purposes or by the person being prescribed or in prescribed quantities. It also includes all substances a person holds on to	ness event. An illegal drug means any drug that cannot be legally of another as an illegal drug. Any violation of this Policy will result in	obtained or can be legally obtained but has not been legally obtained disciplinary action until termination of employment. 4.9 Mobile phor	d. It includes prescription drugs that are not used for ne policy. The use of personal mobile phones at work
is prohibited because it interferes with work and can be disruptive to others. Therefore, employees who bring personal mobile phones and never in front of customers. If you have to use your mobile phone due to emergency or child problems, please keep mobile phone interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal mobile phone	e use limited to breaks and meal periods. Conversations should be	e outside the areas where other employees work and outside the cus	tomer view. When the use of mobile phones
a mobile phone will not be tolerated and will result in write-ups. Section 5 Employee benefits and services 5.1 In general. The compar reserves the right to make such changes. This guide does not contain the full terms and conditions of any of the company's current be	y provides insurance programs mandated by state and federal reg	gulations for all employees. From time to time, benefits can be added	d or removed from the batch package. The Company
worker. All states have laws on the remuneration of workers designed to promote the general well-being of people by providing compe Robbins (Waco) bears workers' compensation insurance for all employees and covers all costs of the insurance program. A staff men and surgical expenses are necessary from staff remuneration, payments being made directly to the hospital or doctors. Staff remunera-	nber who suffers an injury or illness in connection with work is usua	ally entitled to payment through the insurance company for lost salar	y. In addition to invalidity payments, hospital, medical
you and the company contribute funds to the federal government to support the Social Security program. This program is designed to employees with unemployment insurance if they become unemployed through no fault of their own or because of the circumstances of t	provide you with pension benefits and health insurance payments	s once you reach retirement age. 5.4 Unemployment insurance. The	company pays state and federal taxes to provide
and g e 5.5 Employee discount Baskin Robbins (Waco) offers a 50% employee discount on all products in the store. (Buying an ice or advantage of their discount once per product while they are clocked-in during their shift. When employees are not on the clock they can they working the manager or shift themselves. The employee discount requires the approval of the manager or shift manager, the employees	an take advantage of their discounts once a day. Employee orders	s must be called by another employee at the POS cash register, and	no employee must ring their own order. Unless
they're working the morning shift themselves. The employee discount requires the approval of the manager or shift manager, the emp transferable to friends, family, or other employees. An employee discount is a privilege and not a requirement to abuse the discount win tip jar customers as a privilege for its employees for their hard work. There are rules and procedures to follow in order for this privilege.	rill result in the employee being prohibited from using it. 5.6 Tips Ba	Baskin Robbins (Waco) is not obliged to allow tipping customers emp	loyees. However, the company allows money tipping
Tips to be divided among everyone on shifts before changing shifts. An exception is only if the employee never directs assistance to c without exceptions. 5. If the cash register and/or cash register goes bankrupt during the daily shift of employees for an extended period	customers. Any problem with the distribution of tips or concerns mud of time, the tipping vessel shall be removed from those employe	ust be addressed to the manager or shift manager. 4. Tips must be c ees. Section 6 Employee absence and leave sheets 6.1 General and	alculated by the manager or shift manager only Leave While regular attendance is essential for
maintaining business operations, the company acknowledges that for various reasons employees may need time off work. For all plar aware of the need for leave. The request can be denied at any time. Remember that the application is just like the application and subtresigned from his job with the company. 6.2 Family and medical leave. Due to the small size of the company, we are not obliged to company.	eject to the approval of the manager. If, during the leave, an employ	byee applies for unemployment insurance benefits, the employee ma	y be regarded as an employee who has voluntarily
seriously ill family member, address an employee's own health problems, or address issues related to a military service member, post going to seriously consider every request on a case-by-case basis. 6.3 Compensatory leave of workers. Any staff member who is una	sibly including the care of a family member who is injured while ser ble to work because of an accident at work or illness and who is e	erving in the military. If you expect to need time off to deal with family entitled to remuneration from employees shall be granted unpaid leav	and health issues, contact your manager. We're re for the required period. At the same time, the first
12 weeks will be considered family and medical leave under the Federal Family Medical Leave Act (FMLA) for eligible employees. 6.4 appropriate measures to cover his duties. Employees are required to call or report on work on those days or parts of days when their copy of baskin robbins (Waco) Offer D Ventures Employee Handbook, which contains important information about the company's poli	presence in court is not required. 21. P a g e At-Will employment c	contract and confirmation Employee Income Manual Employee Empl	oyee Employee: I acknowledge that I have received a
with the principles in this guide and I agree to abide by all the rules that apply to me. I understand and agree that the policies describe and me is a will and may be terminated at any time by the company or by me, with or without notice. Furthermore, the Company has t	d in the handbook are intended solely as a guide and do not const he right to change or change my position at any time or to impose	stitute an employment contract. I expressly understand and agree that any form of discipline it deems appropriate. Nothing in this manual i	at the employment relationship between the company s intended to adjust employment policy at the
company's will. The employment relationship at will can not be changed only on the basis of a specific written agreement signed by m replaced. I take note that the Company reserves the right to make changes to its policies, procedures or benefits at any time in its sole practices as it deems necessary or appropriate. I went through the company employee manual. I have read (or will read) and agree to	e discretion. However, the employment contract may only be amer	nded as described above. I further understand that the Company res	y