
ANTI-HARASSMENT POLICY

Pizza Inn employees and others acting on Pizza Inn's behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds and harassment because of age, disability, marital status, race or color, national origin, religion, sex, sexual orientation or gender identity.

What it means: A respectful workplace

Pizza Inn is committed to providing a workplace in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at Pizza Inn.

Harassment

Harassment is unwelcome conduct toward an individual because of his or her age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity, when the conduct creates an intimidating, hostile or offensive work environment that:

1. Causes work performance to suffer; or
2. Negatively affects job opportunities.

Harassment is against the law in the United States and many other countries. Examples of harassment that may violate the law and will violate this policy include:

1. Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity.
2. Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
Physical conduct, such as assault or unwanted touching.
3. Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual Harassment

Sexual harassment violates federal civil rights laws and our nondiscrimination policy. We are committed to providing and promoting an atmosphere in which you can realize your maximum potential in the workplace. Toward this end, all members of our company (including Managers, Supervisors and hourly employees) must understand that sexual harassment will not be tolerated, and that they are required to abide by the following policy.

Purpose

The purpose of this policy is to define sexual harassment, provide procedures for the investigation of sexual harassment claims, and ensure that violations are remedied fully.

Sexual Harassment Defined

Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with their job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

1. Promising, directly or indirectly, you a reward, if you comply with a sexually oriented request;
2. Threatening, directly or indirectly, to retaliate against you, if you refuse to comply with a sexual oriented request;
3. Denying you employment-related opportunity, either directly or indirectly, if you refuse to comply with a sexually oriented request;
4. Engaging in sexually suggestive physical contact or touching in a way that is unwelcome;

SAFETY AND SECURITY

DRUG, ALCOHOL, AND SMOKE FREE WORKPLACE

Pizza Inn has a strong commitment to providing a safe, healthy work place that is free of drugs, alcohol and smoke.

1. **Drugs:** The unlawful possession, sale, manufacture, distribution or non-prescription use of controlled substances is prohibited at any time.
2. **Alcohol:** The unauthorized possession, use, or being under the influence of alcohol is prohibited while on company property.
3. **Smoking:** The company maintains a smoke-free work environment and does not allow smoking on the work premises.

It is the intention of Pizza Inn to provide employees with a safe and healthy place to work. Each employee has safety-related accountabilities including working in a safe manner, assisting management in improving safety procedures and immediately reporting accidents and injuries to a manager. Should an employee incur a workplace injury or illness, the injury or illness must be immediately reported to their manager immediately, regardless of the seriousness of the incident.

WORKPLACE VIOLENCE

Violent or threatening behavior is not tolerated in the workplace. It is the employee's responsibility to report threats and unusual actions or situations that have the potential for workplace violence to his/her manager or Human Resources. This includes threats or knowledge of threats directed from a co-worker, visitor, family member or other individual.

FIREARMS AND WEAPONS

The possession of firearms or weapons on company property for any reason is strictly prohibited.

5. Displaying, storing, or transmitting pornographic or sexually oriented materials using our equipment or facilities;
6. Engaging in indecent exposure; or
7. Making sexual or romantic advances toward you and persisting despite your rejection of the advances.

Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

You are prohibited from harassing other co-workers whether or not the incidents of harassment occur on our premises and whether or not the incidents occur during working hours.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Any consensual sexual or romantic relationship between you and other co-workers is deemed unwise and is strongly discouraged.

Responsibilities

Employees

If you believe that you have been subject to sexual harassment or any unwanted sexual attention, you should:

1. Make your unease and/or disapproval directly and immediately known to the harasser;
2. Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
3. Report the incident to your Supervisor or Manager.

All incidents of sexual harassment or inappropriate sexual conduct must be reported regardless of their seriousness. Publicizing information about alleged harassment without following the reporting procedures or filing a formal complaint might be considered evidence of a vexatious intent on part of the accuser.

Supervisors

Supervisors must deal expeditiously and fairly with allegations of sexual harassment within their departments whether or not there has been a written or formal complaint. Supervisors must:

1. Act promptly to investigate sexual harassment or inappropriate sexually oriented conduct;
2. Ensure that harassment or inappropriate sexually oriented conduct is immediately reported to a Manager or Supervisor.
3. Take corrective action to prevent prohibited conduct from reoccurring.

Supervisors who knowingly allow or tolerate sexual harassment are in violation of this policy and subject to discipline.

Monitoring Compliance

The Supervisor of an individual found to have violated this policy is responsible for monitoring the individual's compliance with any mediation agreement or recommendation approved by Human Resources. The Supervisor must ensure that the harassment does not reoccur and that the complainant is not subjected to retaliation.

Discipline

If you violate this policy you are subject to appropriate discipline, up to and including termination of employment. Persons who violate this policy also are subject to civil damages or criminal penalties.

Confidentiality

All inquiries, complaints, and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis.

Information contained in a formal complaint is kept confidential. However, the identity of the complainant usually is revealed to the respondent and witnesses. The Supervisor takes adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation.

AGE RESTRICTIONS

Employees will abide by the following policies as required by Federal regulations, local alcohol beverage laws and our job descriptions.

I am currently _____ years of age and must not perform the functions listed below until I have reached the age requirement of local and state regulations.

1. Operate or have anything to do with the Pizza Ovens (AGE 18)
2. Operate or have anything to do with the Dough Mixer (AGE 18)
3. Operate or have anything to do with the Cheese Slicer (AGE 18)
4. Operate or have anything to do with the Dough Roller (AGE 18)
5. Take an order for an alcoholic beverage (AGE 18)
6. Ring up a ticket which includes an alcoholic beverage (AGE 18)
7. Pour or serve an alcoholic beverage (AGE 21)

It is against Federal Laws and Pizza Inn policy to perform any functions for which I am not authorized by management.

RESPONSIBLE ALCOHOLIC BEVERAGE SERVICE

Pizza Inn is committed to the responsible service of alcoholic beverages. In accordance to this commitment, all employees are required to follow the procedures listed below:

1. No employee will serve an alcoholic beverage to anyone under the age of 21.
2. All employees will carefully check Identification of anyone who appears to be under 30 years of age.
 - a) Acceptable documentation is a valid Texas driver's license with a photo or a photo ID issued by the state of Texas.
 - b) The employee will carefully check the identification to determine its authenticity. The manager should be informed if there is any question of authenticity, or appearance of forgery or tampering.
 - c) In the absence of authentic identification, or in case of doubt, the employee will refuse service of alcoholic beverages to the customer.
3. No employee will serve an alcoholic beverage to anyone who is intoxicated.
4. No employee will serve alcoholic beverages to anyone to the point of intoxication.
5. It is the employee's responsibility to notify a manager when a customer shows signs of intoxication or is requesting alcoholic beverages above the limits of responsible beverage service.
6. Any intoxicated customer wishing to leave the establishment will be urged to use alternative transportation provided by the establishment.
7. All employees are obligated to inform law enforcement authorities when intervention attempts fail.
8. No employee will drink alcoholic beverages while working.

Pizza Inn management fully supports these policies and will stand behind our employees in their decisions to promote responsible service.

CODE OF CONDUCT AND ETHICS

The following Code of Ethics has been established for the protection and guidance of all personnel. Please read this list carefully. The violation of any of these ethics may result in disciplinary action – and possible dismissal.

1. Always report to work on time. If you must be late or absent, it is your responsibility to notify the Manager or Supervisor two hours prior to your scheduled shift.
2. Always report to work neatly groomed and dressed in accordance with apparel and grooming policies.
3. You must never report to work under the influence of any alcoholic beverage or drug. You must never consume alcoholic beverages or take any drugs or have possession of any illegal substance on our premises.
4. Always follow instructions of authorized Supervisors.
5. Always act in a polite and courteous manner to guests and fellow co-workers.
6. You must be authorized to remove any of our property or property of others from the premises. You may never destroy, trade or damage our property.
7. You must never engage in any dishonest activities or behave in an illegal or immoral manner.
8. You must follow all safety and fire regulations. It is your responsibility to learn them as soon as possible.
9. Report all accidents to the person in charge immediately, regardless of seriousness.
10. Firearms or other weapons may not be brought onto our property, including the delivery vehicle.
11. Smoking, eating and drinking is allowed only during authorized breaks and in the authorized places as specified by policy, Health Department guidelines and City Ordinances.
12. Everyone is expected to follow cash handling and inventory procedures (see Cash Handling and Deposit Agreement).
13. Always write up a guest check for every food or beverage item ordered by a guest. Always present the guest check to the guest for payment.
14. You must provide accurate personnel records, sales records and any other records. You are responsible for maintaining accurate and up-to-date information on your records (name, address, etc.). Notify your Supervisor immediately when any change needs to be made to your records.
15. Game machines on our premises are for the enjoyment of our guests. You may not use the game machines, either on or off duty.
16. The telephone is for business use only. You may use the telephone only in the event of an emergency or to get transportation home.
17. Everyone must sign a "Statement of Policy on Employee Theft" prior to working their first shift.

EMPLOYEE THEFT

1. For the purpose of this policy, theft will be defined as "the removal of our property from the premises by you or an accomplice without paying the just value for same and without Management authorization."
2. Anyone who is a witness to the removal of our property from the premises, and who fails to report said removal to their immediate supervisor would be subject to the same penalties and possible corrective action as the person committing the theft.
3. Anyone violating the above policy will be prosecuted and/or dismissed at the discretion of the store Management.
4. Each current employee or those hired in the future will be furnished a copy of this policy statement. You will also sign a copy indicating you have read and understand the policy. The signed copy of the policy statement will become a permanent part of your personnel file.

5. Displaying, storing, or transmitting pornographic or sexually oriented materials using our equipment or facilities;
6. Engaging in indecent exposure; or
7. Making sexual or romantic advances toward you and persisting despite your rejection of the advances.

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CASH HANDLING

GENERAL

1. The Manager has overall responsibility for all money in the restaurant at all times, including the register fund carried forward each day.
2. All restaurant supervisory personnel have joint responsibility for all the money in the restaurant, and will be specifically held responsible for any excessive cash shortage occurring during a shift for which they are in charge.
3. At no time will you:
 - a. Cash any personal checks.
 - b. Accept any IOU for company funds.
 - c. Give an employee a cash advance.
 - d. Co-mingle personal funds with company funds.
4. Only management personnel and others specifically designated will count and/or handle restaurant money at any time, and will do so out of public view.
5. All information concerning money, restaurant sales or restaurant operations of any restaurant is CONFIDENTIAL and the business of no one but the management of the restaurant and corporate personnel. Any information provided to the press, photographers or television reporters requires the approval of an officer.
6. All management personnel are required to report to the Manager or Area Supervisor any of the following:
 - a. Any banking problem.
 - b. Any safe or cash register malfunction.
 - c. Any neglect in cash shortages/overages.
 - d. Any excessive cash shortages/overages.
 - e. Burglaries or robberies.
7. Where applicable, credit card and check acceptance procedures as provided by management must be followed.
8. At closing, all monies must be located in the safe. The emptied cash drawer will be left open to prevent cash register damage, if burglarized.
9. It is management's responsibility to change the safe combination (with Manager or Supervisor approval) whenever a person knowing the combination has left the restaurant by way of transfer, resignation, or termination. Only management team members and the restaurant Supervisor may have the safe combination.
10. The safe must be securely locked at all times. Leaving safe combinations on day lock will result in disciplinary action, up to and including termination.

CASH REGISTER

1. The cash register drawer will be continuously "stripped" in order to limit cash in register to \$75.00 or less. All \$20's, \$50's, \$100's, and most \$10's and \$5's, removed must be immediately placed in a bank deposit bag and stored in the locked safe.
2. Only management personnel and restaurant personnel specifically designated and trained and who have signed a Cash Handling and Deposit Agreement, may operate the cash register.
3. Validated guest checks must be placed in the designated location out of the guests' view.

BANKING

1. A minimum of two deposits per day is required, regardless of volume, at approximately 9:00 a.m. and 3:00 p.m. When business warrants, deposit frequency needs to be increase to three per day. The deposit at 3:00 p.m. must be no less than the 3:00 p.m. sales reading. All partial deposits must be in full dollar amounts as specified in the Operations Manual. Higher volume restaurants will make additional deposits as specified by the Manager or Area Supervisor. However, no deposits will be made after dark.
2. Exceptions to this policy must be recorded on the Cash Handling and Deposit Agreement and approved, in writing, by the Manager or Area Supervisor. The Manager or Area Supervisor may withdraw this exception, in writing, in case of a policy change.
3. At store closing, all monies will be left in the restaurant overnight in a locked bank bag in the locked safe.
4. On weekend days and banking holidays, deposits are to be dropped in night deposit boxes, during the times stated in #1.

NON-DISCLOSURE of CONFIDENTIAL INFORMATION

We are engaged in the business of operating pizza restaurants and carrying on activities incident thereto. You have been offered employment by us and desire to be so employed. In the course of your performance of your duties, we may disclose to you confidential information, trade secrets and/or formulas, etc. concerning its products and procedures, marketing, results of operations and other aspects of its business and business plans and financial data. (the "Confidential Information"). Disclosure or unauthorized use of such Confidential Information would cause irreparable harm and damage to us. Both parties desire to preserve the secrecy, confidentiality and exclusive use of the Confidential Information for the sole and exclusive benefit of the operation of our business.

Now, therefore, in consideration of the foregoing and other good and valuable consideration, both parties agree as follows:

1. You will not disclose directly or indirectly any part of the Confidential Information to others without the prior written consent.
2. You will not directly or indirectly use, not permit any other party other than us and our designated agent to use for our own account, benefit or purposes or for those of any third party, the Confidential Information.
3. You will utilize a standard of care for maintaining the secrecy and confidentiality of our Confidential Information as prescribed from time to time by us, but in any event, even in the absence of such instructions, to the same degree any prudent person would use to maintain and preserve the confidentiality and secrecy of his/her own trade secrets or Confidential Information.
4. You acknowledge and agree that the Confidential Information is proprietary to us and that all notes, diagrams, descriptions, memoranda and other writings pertaining to the Confidential Information with the exception of this Agreement are and shall be our property exclusively and will be promptly returned and delivered to us upon any termination of the relationship or otherwise at our request.
5. You shall not use any of the Confidential Information in connection with the operation or development of any enterprise or relationship other than with us.
6. You shall not at any time after expiration or termination of employment with us divulge, disclose, reveal or communicate to any person, firm, corporation, partnership, joint venture, or other entity, directly or indirectly, the Confidential Information or any other information which you may have obtained during the course of your employment.
7. You understand and acknowledge that a breach by you, of any terms, covenants, conditions or restrictions contained in this Agreement could cause irreparable damage to us for which a remedy at law would not be adequate nor would it be possible to actually determine the exact amount of damages resulting to us from a violation by you. Accordingly, if you breach any provision of this Agreement, then in addition to any other remedy provided herein or at law or in equity, we shall be entitled to appropriate injunctive relief in any court of competent jurisdiction restraining you from any threatened or actual violation of the provisions of this Agreement. No failure or delay by us in exercising any right, power, or privilege here under shall operate as a waiver thereof, nor shall any exercise of any other right, power, or privilege hereunder.
8. This Agreement shall be governed by and construed in accordance with the laws of the state in which you are employed.
9. Notwithstanding anything contained herein to the contrary, the execution and performance hereof by the parties shall not be deemed to constitute a contract for continuing employment. Your employment is and shall remain strictly employment at will unless a written employment contract signed by both parties or applicable law provides otherwise.
10. In case anyone or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any of the other provisions of this Agreement. However, this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

EMPLOYEE TIPS (if applicable)

Wage Deductions and Tip Credits

Pizza Inn utilizes a Tip Credit pay system to compensate certain tip-eligible jobs. Under federal law and in the state of Texas, employers may pay tipped employees less than the minimum wage, as long as employees receive enough in tips to make up the difference. This is called a "tip credit." The credit itself is the amount the employer doesn't have to pay, so the applicable minimum wage (federal or state) less the tip credit is the least the employer can pay per hour. If employees don't earn enough in tips during a given shift to bring their total compensation up to at least the applicable minimum wage, their employer has to pay the difference.

Employees are required by federal law to track and report tipped income received. It is Pizza Inn's practice that employees report tips to their employer on a daily basis.

Definition and Ownership of Gratuities

"Tip" includes any tip, gratuity, money, or part thereof over and above the actual amount due to Pizza Inn for services rendered. Every gratuity left by a patron is the sole property of the employee or employees to whom it was paid, given, or left for. Pizza Inn and its agents will not share in or keep any portion of gratuities. "Agents" include any person with the authority to hire or discharge any employee or supervise, direct, or control the acts of employees.

Gratuities Made by Credit Card

Employees will be paid the full amount of any gratuities indicated on credit card slips, without deductions for credit card payment processing fees or other costs charged to Pizza Inn. Employees will be paid for gratuities made by patrons using credit cards no later than the next regular payday following the date the credit card payment was authorized by the patron.

Employees are to report your actual tips to your Manager on a daily basis. In addition, a tip credit will be taken pursuant to the Fair Labor Standard Act of 1938, as amended, against your wages, if applicable. Everyone receiving tips, including Management, is to report tips.

DELIVERY DRIVER AGREEMENT (if applicable)

In consideration for the payment by us of the amounts stated in this Agreement, the undersigned agrees to serve as a delivery driver under the terms and conditions specified in this Agreement.

1. Duties

You will assist in the preparation and delivery of food and beverage items to customers. When not engaged in the delivery of food and beverage items, you will perform other functions in the operation of the restaurant at the direction of the management team.

2. Conditions of Employment

As conditions of obtaining employment as a delivery driver, you agree, warrant and represent to us that the following statements are true and correct:

- You are at least eighteen (18) years of age.
- You hold a valid driver's license and other appropriate licenses, if required.
- You have automobile liability insurance with the minimum liability limits as required by state law for the applicable state. You understand we do not carry liability insurance or property damage insurance covering you or your vehicle.
- You have an automobile, which is presently in safe operating condition.
- You have not had more than two (2) moving traffic violations and/or other accidents within the past two (2) years. You have never been convicted of driving while under the influence of alcohol, drugs and any major offenses and has not had your driver's license suspended or revoked for such offenses.
- You will submit to us (and update when requested) a Certificate of Insurance, a copy of the policy, or an identification card showing auto liability with a valid expiration date. You will assist us in obtaining a copy of your Motor Vehicle Record before beginning employment as a delivery driver.

3. Compensation

You will be paid an hourly wage and will be entitled to keep any tips you receive when delivering food and beverage items.

4. Conduct by Employee

You will observe the following Code of Ethics. A violation of any of these codes may subject you to dismissal or other disciplinary action.

- You will always drive in a safe and reasonable manner, will observe all traffic laws and regulations, and will maintain your vehicle in a safe operating condition.
- You will properly account for all funds of ours held in your possession.
- Driver should have no more than the amount of the change fund (\$20), and at most the amount that would equal three deliveries. Store cash handling procedures should be adhered to at all times.
- You will carry no unauthorized passengers while making deliveries.
- You will promptly report to us and the proper authorities, all traffic accidents in which you are involved while on duty.
- You will report to us all traffic citations you receive, whether received while on duty or off duty.
- You will not possess or carry a firearm or other items that can reasonably be construed to be a weapon.
- You will observe all of our policies and procedures.
- You will properly report all tips using the procedure specified by us, as required to comply with the requirements of the Internal Revenue Code.

All of the following must be received prior to beginning employment as a delivery driver:

1. Motor Vehicle Record Application
2. Driver/Auto Report
3. Proof of Liability Insurance (Copy of insurance card)
4. Delivery Driver Agreement

We will automatically request a Motor Vehicle Record (MVR). Once the MVR is obtained, the Restaurant Manager will be notified in the event that the delivery driver is *rejected*. An unacceptable driver **CANNOT** drive for us and must be terminated from the delivery driver position immediately.

MOTOR VEHICLE RECORD APPLICATION

Store Location: _____ Store Name: _____ City: _____ State: _____

Driver's full name and address (as it appears on your driver's license):

Name: _____ Date of Birth: _____

Driver's License #: _____ State: _____ Exp Date: _____

Address: _____

Do you have liability insurance? Yes No

Insurance company: _____ Expiration date: _____ Policy #: _____

Would your automobile pass a safety inspection? Yes No

Owner's Name and Address: _____

Make: _____ Model: _____ Year: _____

Vehicle Color: _____ License Plate #: _____ State Registration: _____ Exp Date: _____

Please describe any accidents you have had in the past three years: _____

Please describe any traffic tickets you have had in the past three years: _____

Please read carefully before signing

I certify that the above information is true and accurate and that I will abide by the requests mentioned. I understand that I will be delivering food and beverage items with a vehicle supplied by myself. I also understand that no liability coverage is provided while I am delivering food and beverage items. I agree to notify the manager of any changes, lapses, or cancellations. I understand that my employment as a driver is contingent upon the Manager's review of my driving record.

Employee Signature _____ Date _____

TO BE COMPLETED IF YOU DO NOT OWN THE DELIVERY VEHICLE.

The undersigned, parent, or guardian of the Employee, as witnessed by the manager, has read and understands this Agreement and consents to the employment of you by us as a delivery driver. Where the vehicle to be used by you is owned by another family member, the undersigned acknowledges that the statements in this Agreement regarding the automobile and its insurance coverage are true and correct.

Vehicle Owner Signature _____ Date _____

UNIFORMS

I acknowledge that I have received the following uniform(s) and authorize the cost of the uniform(s) to be deducted from my paycheck if I lose them or fail to return them in good condition.*

Quantity	Size	Condition (New or Used)	Cost

Employee Name _____

Employee Signature _____ Date _____

***We cannot deduct amounts that bring your wages below the minimum required by the Fair Labor Standards Act.**

EMPLOYEE ACKNOWLEDGEMENT

Please acknowledge receipt of the following policies and information by initialing and signing below.

I have received the *Cash Handling and Deposit Agreement Policy*, and it has been explained to me by my manager.

I also understand that failure to comply with these policies can result in the immediate termination of my employment.

I further understand that Pizza Inn cannot deduct amounts that bring my wages below the minimum wage as required by the Fair Labor Standards Act.

Employee Initials _____

I received the *Code of Conduct and Ethics* policy, and I agree to act in accord with those standards as a condition of my employment.

Employee Initials _____

I have received the *Non-disclosure of Confidential Information* policy, and I agree to act in accord with those standards as a condition of my employment.

Employee Initials _____

I have received the *Anti-harassment* policy, and I agree to act in accord with those standards as a condition of my employment.

Employee Initials _____

As stated in the *Employment-at-Will* policy, I acknowledge that my employment is based on the provision that states:

1. Either Pizza Inn or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
2. That this employment-at-will relationship is in effect regardless of any other written statements or policies, in any other Pizza Inn documents, or in any verbal statements to the contrary; and
3. That no one except the President can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship, contract, or agreement must be in writing, signed by the President, notarized, and in the employee file.

Employee Initials _____

I have read and understand the Tipped Employee Earnings Policy, and I have received a copy of the "IRS Guide to Tip Income Reporting". **I understand that I am required to report any tips received to my Manager on a daily basis.**

Employee Initials _____

I have received the Delivery Driver Agreement. If applicable to my job, I agree to act in accord with those standards as a condition of my employment.

Employee Initials _____

I acknowledge that I have received a copy of the Pizza Inn Employee Policies. I understand and agree that I am responsible for reading, understanding, and complying with all policies contained therein as a condition of my employment. I further understand that the Company reserves the right to make changes to the policies of the handbook at any time. I understand that if I have questions or concerns at any time about any company policies or standards of conduct and operation, I will consult my immediate supervisor, my supervisor's manager, the Human Resources staff, or the President for clarification.

Employee Name _____

Employee Signature _____ **Date** _____

Acknowledgment of Zero Tolerance Policy

I understand that as a member of the leadership team at Pizza Inn Holdings, which includes affiliates, Pizza Inn and Pie Five Pizza Company, I am responsible for ensuring that we have a respectful workplace that is free of harassment of any kind. I also understand that I am required to personally exemplify the behaviors that we, as an organization, expect of all members of our team. Examples of prohibited behaviors include, but are not limited to, the following

- 1) Excessive flirting
- 2) Inappropriate touching
- 3) Suggestive Comments
- 4) Use of profanity
- 5) Inappropriate texting
- 6) Offensive joke telling

Since even behaviors that are not intended to be offensive have the potential to be perceived as such, I will proactively monitor my own contact, as well as the conduct of my team, to ensure that everyone is treated with dignity and respect at all times. I will also make sure that we have a true Open Door Policy, and encourage anyone who feels that offensive conduct is taking place comes forward immediately so that the situation may be addressed and resolved. While we strive to have a fun, team oriented workplace, I fully realize that we are a place of business, and not a place for romantic or other non-business types of relationships.

Pizza Inn Holdings and affiliates, Pizza Inn and Pie Five Pizza Company, has a zero tolerance policy for inappropriate conduct in the workplace. I fully understand that I will be held personally accountable for not only my own actions, but for those of my team members as well. I also understand that it is my responsibility to report any allegations of inappropriate behavior to my supervisor immediately. Any failure on my part to uphold the policies established by Pizza Inn Holdings and affiliates, Pizza Inn and Pie Five Pizza Company, will result in disciplinary action, up to and including termination.

Signature

Date

Print Name