



OFFICIAL EMPLOYEE MANUAL

This manual is published for reference or informational purposes only-and it does not constitute conditions of employment.

WELCOME TO SHOP 'N CART

We are happy to welcome you to our company, and we hope that you will feel at home at your new job. All of us at Shop 'N Cart are anxious to make our company a good place to work, and we think you will find that people will be eager and willing to lend you a helping hand. You will also find that your good work will be recognized and appreciated and we believe you will enjoy your employment with Shop 'N Cart.

We are confident that you will become a valuable member of the Shop 'N Cart team and help us maintain the work environment for which Shop 'N Cart has been known for, a family owned business since 1967 and remains as such to this day with six (6) stores.

GREVCO INC. & DAVLON INC.

DBA

SHOP 'N CART

SECTION I

INTRODUCTION

This Employee Manual is provided to all employees with SHOP 'N CART. A “full-time employee” is someone who is regularly scheduled for forty (40) hours or more per work week. The word “employee” in this Manual refers to both full-time and part-time employees. Each employee should read the Employee Manual carefully, as it is intended as a guideline for company policies and procedures.

This Employee Manual does not cover and is not applicable to the owners of SHOP 'N CART or temporary employees. A “temporary employee is someone who is hired by the company for a specific short-term employment position.” Other than as set forth in this Employee Manual, there are no other wages or benefits provided by the company.

Neither this Employee Manual nor any other correspondence or documents from the company constitutes an employment contract and should not be interpreted as creating an employment contract. All employees are employee’s at-will. “Employment at-will” means that either you or the company may terminate the employment relationship at any time, without prior notice and for any reason. Any representations to the contrary are not binding upon the company.

The company reserves the right to make any changes to the Manual at any time by adding to, deleting, or changing any existing policy. The company also reserves the right to change, revise, or clarify all of its policies or procedures at any time without prior notice.

This Manual and the policies and procedures contained herein supersede any and all prior past practices, oral or written representations, employee handbooks or manuals, or statements regarding the terms and conditions of employment with the company.

SECTION II

CUSTOMER/EMPLOYEE RELATIONS

Each employee should be courteous, professional and helpful to every customer. The SHOP 'N CART “customer courtesy” policy includes:

1. Employees will greet everyone that comes in to the store nicely and with a smile.
 - a. This includes past employees or anyone that you may have had problems with.
2. If arrival at the job will be 15 minutes later than expected by the present employee, the employee should inform the manager of the tardiness as soon as possible.
3. Employees should never abuse SHOP 'N CART property.
4. Coffee and lunch breaks are not given, take when time permits but don’t abuse.
5. Employees should never discuss confidential company business with a customer or non-employee.
6. In the event of a customer complaint, there is a phone number posted in every store that should be given to the customer.

Your contact with each customer will determine if the customer chooses to use our services in the future. Sometimes, customers are not happy with the quality of the services provided. If a customer tells an employee about a problem, the employee will report it immediately to a manager or supervisor. If necessary, the manager of SHOP 'N CART will discuss the problem and will take the necessary steps to correct it. If it is decided that the problem was directly related to an employee's performance on the job, the employee and manager will discuss how the situation should have been handled.

SECTION III

WAGES AND EMPLOYEMENT INFORMATION

1. TRAINING PERIOD

New employees first ninety (90) days of employment with SHOP 'N CART is considered to be a period of training and familiarization. During this probation period, the manager will train each employee in the proper procedures and their performance will be monitored frequently.

- Within the first ninety (90) days of employment, termination can occur without cause.

2. PAY RATES AND RAISES

Wages are set on an individual basis. There is no set schedule. In general, wages are based upon the managers and owners judgment of the employees dedications and performance, comparable wages in the vicinity, job knowledge, attitude, spirit of teamwork, dependability, quality of work, quantity of work, current wages, contribution to the overall smooth operation of the company and the limits of the employees position. All employees have the opportunity to improve their wage level by their own merit. The discussion of payroll/wages is not allowed between employees or customers. If you have any questions about your progress, talk to your manager.

If you quit with no notice your pay rate will be dropped to the current state minimum wage. *see website for reference <http://www.dol.gov/whd/regs/compliance/whdfs70.htm>*

3. PAYROLL

Payday is on the 5th and 20th of every month **unless it falls on Sunday then payday is Monday**. Employees will receive their checks after 4:00 p.m. unless otherwise instructed by the supervisor. Payroll checks are **not to be cashed at the store**.

The federal government requires that SHOP 'N CART withhold income and social security taxes from everyone's check. Any other withholdings from an employee's check, such as insurance, must be authorized by the employee.

4. EMPLOYEE RECORDS

It is important that SHOP 'N CART maintains accurate and current personal information about each employee. An employee should report immediately to the personnel manager any change in marital status, number of dependents, address or telephone number. ***SEE ATTACHED EMPLOYEE STATS FORM***

5. WORK WEEK

The work schedules for each month are prepared by the manager. Work hours may vary from time to time and sometimes from week to week. Work schedules for employees will be listed in the store by the manager the last week of the month for the upcoming month. A work week at SHOP 'N CART begins on Sunday and ends Saturday.

6. WORK DAY

The regular workday shall consist of eight (8) hours of work, or forty (40) hours per week for full-time employees. Part-time hours depend on the person and what they've arranged with the manager.

If you are unable to report to work on schedule due to illness or other emergencies, you must notify the manager before your schedule starting time. (Preferably 8 hours' notice.) Unless arrangements are made in advance, an employee must call in each day he or she is absent.

7. OVERTIME

All employees are eligible to receive overtime compensation. These employees are paid at 1 ½ times the employee's regular, hourly straight-time rate of pay for any work performed in excess of forty (40) hours in any one work week. This company will comply with all state and federal laws and regulations regarding overtime compensation. All overtime must have prior approval. This means that your manager must approve the overtime before it is worked.

8. TERMINATION

By working for SHOP 'N CART you will be expected to abide by all policies, procedures and practices. You can be terminated at any time for any reason, just as you can terminate at any time for any reason. To work at SHOP 'N CART does not mean that you have a job contract between SHOP 'N CART and yourself.

- **Any monies owed or property owned by the company at the time of termination, whether termination is voluntary or involuntary, will be deducted from the employee's final paycheck or pay arrangements will be made.**
- **Paychecks are mailed AFTER all monies or property owed or owned is returned to the company**

SECTION IV

SAFETY

Safety is of great importance. Every accident is a loss to you, our customers and the company. Your cooperation in the safety program is very important, yet very simple. All it involves is using common sense. Do the safe thing no matter what you are doing. "Be Alert". Whenever you have safety suggestions, discuss them with your supervisor.

Good housekeeping is a natural portion of our safety program. SHOP 'N CART employees take pride in helping to keep their work areas orderly and clean. You can help wherever you are whether in your work area, the break room, washroom, selling area or throughout the store.

Safety is a product of teamwork. When you notice any unsafe or hazardous condition at SHOP 'N CART, bring it immediately to the attention of your manager, and action will be taken to correct the situation at once.

Remember, most accidents don't just happen, they are caused. This cause can almost always be eliminated if we will observe the following rules:

1. Use the right equipment required for the job. Don't take a chance "just this once". This is usually the time when you get hurt.
2. Report to your manager promptly any hazard which may cause an accident to anyone.
3. Use common sense safety precautions as you go about your work.
4. Know what to do in case of a fire.
 - a. Be sure to know where fire extinguisher is.
 - b. Find the safest escape route.
 - c. Call 911.
5. All accidents must be written up on an accident report form, whether it is employee or customer. Report every injury involving a customer or employee immediately to the manager, no matter how slight it may appear to be. A report must be completed by the employee, with the help of the manager, within twenty-four (24) hours on all accidents. All accidents must be reported to the office. ***SEE ATTACHED CUSTOMER/EMPLOYEE REPORT OF INJURY & INCIDENT/PROPERTY DAMAGE REPORT FORMS***
6. Know what to do during a robbery.
 - a. Cooperate. Remain calm, alert, and observant.
 - b. Don't try to be a hero, and don't make sudden moves.
 - c. Obey the robber, but don't volunteer anything.
 - d. If you've been handed a note by a robber, try to retain it.
 - e. Make as many mental notes as possible to later help in identifying the robber, look for special characteristics.
7. Know what to do after the robbery.
 - a. Call the police immediately, don't hang up until told to do so.
 - b. Keep witnesses on the premises until the police arrive.
 - c. Write a description of the robbers and other data.
 - d. Don't discuss the robbery with anyone until after you've spoken to the authorities
 - e. Fill out the SHOP 'N CART robbery report. ***SEE ATTACHED ARMED ROBBERY REPORT***
8. Hazardous materials information-in compliance with the OSHA Hazard Communications Standard. All employees will be trained before they begin work, as to the requirements of the Hazard Communication Program, physical and health hazards of chemicals and agents in their work areas, the locations and availability of Materials Safety Data Sheets (MSD's), how to interpret and understand the MSDS data and labeling, the measures employees can take to protect themselves from these hazards. If new chemicals are introduced into the work areas or the employee is introduced to a new department, retraining will be given. Every employee will accept responsibility for performing his or her work in line with established work practices and precautions outlined on MSDS's and hazardous material labels.
9. Burglary-if you discover a burglary, do not touch anything and let no one near the area. Call the police immediately.

10. Gas drive-off-if possible, get license plate #, fill out drive-off report and call the police. ***SEE ATTACHED DRIVE OFF REPORT***
11. Theft/shoplifting-get description of perpetrator and fill out report and call police, don't be a hero, let the person leave the store, do not go after them. ***SEE ATTACHED SHOPLIFTING POLICY AND INTERNAL SHOPLIFTING LOSS CONTROL REPORT FORM***
12. Employees are strongly advised not to carry their own weapons with them while they are working. ***SEE ATTACHED EMPLOYEE CONSENT TO NOT CARRY A CONCEALED WEAPON FORM***

Accidents don't happen...they are caused! This cause can frequently be eliminated if you follow the above suggestions.

SECTION V

EMPLOYEE BENEFITS

1. GROUP HEALTH INSURANCE

The company has made a group health insurance policy available to its full-time **salaried** employees upon request, at a shared cost with SHOP 'N CART. Employees may elect to add their families to the coverage currently available to the employee at employee's expense. The cost of such insurance coverage shall be paid through a payroll deduction.

2. VACATION

Full-time employees earn paid vacation days after one year of employment with SHOP 'N CART. Vacation time cannot be accumulated from year to year. A week's vacation pay is calculated at 40 hours, or 8 hours per day. The company reserves the right to establish deadlines and procedures for establishing the time for taking vacations.

3. SICK LEAVE

The company reserves the right to require a doctor's examination or letter establishing the employee's illness and inability to work. If able to work but unable to perform duties or portion of duties that are expected of you, a doctor's note will be required.

4. STATUTORY BENEFITS

In addition to all the benefits outlined above, the company, of course, complies with all federal and state laws protecting employees and provides coverage for unemployment and worker compensation insurance.

SECTION VI

LEAVE OF ABSENCE

1. PERSONAL LEAVE OF ABSENCE

A full-time or part-time employee may request an unpaid leave of absence in writing and submit it to the manager. Although regular work attendance is expected of all employees, some flexibility for employees to attend to unexpected or personal matters is necessary. ***SEE ATTACHED EMPLOYEE TIME OFF REQUEST FORM*** Proof of the need for the leave of absence may be requested. Reasons for a leave of absence may include, but are not limited to, an employee's illness, injury, or other disability, the illness or death of a family member, or a

doctor or similar appointment. Time spent on an unpaid leave of absence over thirty day (30), except a military or maternity leave of absence, will not be counted as time employed in determining employee benefits based on length of employment.

2. MATERNITY LEAVE

If an employee becomes pregnant and intends to return to work following the “absence without pay,” the manager should be informed as to the expected date of delivery as soon as possible. This is to ensure proper replacement of the employee to cover her duties in her absence. Employees who continue to work during their pregnancy will be expected to maintain a level of attendance, productivity and manner of performance required by their job and will be expected to conform to all existing rules. Failure of an employee to return to work after the end of her 6 to 12 weeks leave of absence may be a basis for termination of her employment, and the company will have no further obligations to re-employ her. Before returning to work the employee must fill out “new” employee paperwork because she has not received a paycheck for over a month.

Fathers are allowed to take the same amount of un-paid time off, 6 to 12 weeks, as long as both parents do not work for SHOP ‘N CART. If both parents are employed by SHOP ‘N CART then they are only allowed 6 to 12 weeks un-paid time off together.

3. MILITARY LEAVE

Employees who are members of any Military Branch may take unpaid leaves of absence for attendance at camps of all Armed Forces components. The leave of absence may be combined with the employees paid vacation. The manager should be informed as far in advance of the dates the employee will be absent from work, to ensure proper replacement in the employees absence.

4. JURY DUTY

Occasionally, an employee may be called upon to serve on a jury of our court system. If so, the employee should notify the manager or supervisor as soon as possible in order for arrangements to be made to cover the employee’s shifts.

If an employee is returning to work after a period of 21 days or longer they must fill out “new” employee paperwork so they can be re-entered in to the state.

SECTION VII

GENERAL EMPLOYER POLICIES AND EMPLOYEE RESPONSIBILITIES

1. EQUAL EMPLOYMENT OPPORTUNITY

The company provides equal employment and advancement opportunity for all individuals without regard to race, color, religion, sex, ancestry, age, disability, national origin, or veteran status.

Employees have the right to work in an environment free of harassment, whether racial, sexual or on any other basis described above. Harassment may be verbal, physical, written or visual.

If you feel you have been discriminated against or harassed on one of the basis described above, contact your manager immediately. All complaints will be investigated. Discrimination and harassment may result in disciplinary action, including dismissal.

2. SEXUAL HARASSMENT

Among the type of harassment most prevalent in our society is sexual harassment. Sexual harassment undermines the integrity of the employment relationship and will not be tolerated by this company. The term “sexual harassment” means behavior which is not welcome and not wanted. It may include but not limited to the following actions:

- Sexually-oriented “kidding” or offensive comments
- Sexual advances
- Request for sexual favors and preferential treatment
- Any verbal or physical conduct of a sexual or non-sexual nature, based upon the victims gender so that the employee feels that:
 - a) His or her job is dependent on submission to such conduct
 - b) Employment decisions are made based upon submission to such conduct; or
 - c) Such conduct unreasonably interferes with work performance or creates intimidating, hostile or offensive working environment

Sexual harassment is not limited to harassment of women by men. Men may be victims of sexual harassment perpetrated by women. Men may be victims perpetrated by other men and women may be victims perpetrated by other women.

Conduct constituting sexual harassment will not be tolerated anywhere on company premises. Any employee found to have committed an act of sexual harassment against another employee will be disciplined. If an employee is sexually harassed by a non-employee at a work place, the incident should be reported immediately to the manager.

If you believe that you have been the victim of sexual harassment, you should contact your manager at SHOP ‘N CART. You need not confront the harasser. Complaints of sexual harassment will be kept confidential to the extent possible but please keep in mind that an investigation will probably be necessary.

3. RELIGION IN THE WORKPLACE

It is the policy of SHOP ‘N CART to respect the religious beliefs of all employees and make reasonable accommodations so that employees can observe their beliefs, practices and the needs of their local place of worship.

Employees with special religious requirements that may affect their job should explain their needs to their manager. The manager will consider the religious needs of the employee, the type of accommodations needed and the various alternatives to accommodate the religious needs of the employee, while maintaining the company’s interest.

4. EMPLOYMENT AT-WILL

The company and its employees have an employment relationship known as “employment-at-will.” This means that either the employee or the company has the right to terminate employment at any time, for any reason, or for no reason at all.

5. DISCIPLINE AND TERMINATION

The company provides the following examples of employee conduct which may result in disciplinary action or termination. These examples are guidelines only. This list is not intended to be exhaustive or to imply that there is no other conduct which can lead to disciplinary action or termination. This list is not intended to modify the employment-at-will relationship previously discussed. ***SEE ATTACHED EMPLOYEE WARNING FORM***

Examples of inappropriate employee conduct:

- A. Supplying false or misleading information to the company, including employment application information, or manipulation of business monies.
- B. Reporting for work under the influence of alcohol or drugs, the use of alcohol or drugs while in the performance of company duties, or the possession of either while on company time or premises.
- C. Dishonest, criminal, immoral, immature, or indecent conduct.
- D. Refusing to obey an order of a management representative.
- E. Disrespectful conduct (gambling, fighting, or disorderly conduct on company time; coercion, intimidation, or threats against customers, supervisors, managers, or fellow employees; using vulgarity or failing to give a high degree of service or courtesy to any customer.)
- F. Theft or misappropriation of customers', employees', or company property, or unauthorized removal of any of the above, this would also include scratching tickets on one's own shift, (not acceptable).
- G. Interfering with or hindering of work schedules.
- H. Abusing, misusing, or destroying employees, or company property.
- I. Smoking in other than designated areas. The New State Law does not allow smoking in retail facilities.
- J. Unauthorized use of the company's telephones. Long distance calls are not allowed. Use of personal cell phones is not allowed during a shift either unless an emergency. ***SEE ATTACHED ELECTRONICS USAGE POLICY***
- K. Working overtime without the manager or supervisors' approval; unexcused absence or tardiness; stopping work early; not reporting properly when absent.
- L. Making or publishing false, vicious, or malicious statements concerning any employee, manager or company.
- M. Failing to perform work or job assignments satisfactorily and efficiently. Loitering or sleeping on the job.
- N. Examining SHOP 'N CART office files unless specifically instructed to do so.
- O. Engaging in or knowledge of activities on or off the premises which could be considered a discredit to the company or its employees.
- P. Failing to observe established health, fire, safety, civil defense rules, or common safety practices; or to report unsafe action of other employees to managers, or to report any injury sustained while on duty.
- Q. Failing to present a high degree of personal cleanliness and good grooming at all times.
- R. Unauthorized disclosure of company files, reports, talking with the media or other information. ***SEE ATTACHED NEWS AND SOCIAL MEDIA POLICY***

In general, the company may use progressive discipline, but reserves the right to take any disciplinary action it deems appropriate to the circumstances. Disciplinary measure may include, in any order, verbal or written reprimand, suspension from work without pay, or termination.

6. PERSONAL APPEARANCE

Employees should have a neat, professional, well-groomed, and clean appearance at work at all times. The following rules should be observed: ***SEE ATTACHED DRESS CODE RULES***

- A. An employee who reports to work with improper or soiled clothing, or who practices poor personal hygiene will be asked to return home without pay, until the problem is corrected.
 - Your attire must be clean and neat at all times. SHOP 'N CART will issue 1 free uniform shirts per employee (at time of hiring). Additional shirts may be purchased. No short-shorts or cut offs, no large revealing holes in jeans. Hair must be clean and neatly kept. Longer hair should be combed so that hair doesn't fall over employees face. No extreme looks, ex: un-natural hair colors, no visible body piercings (ears exempt to 2 piercings) no offensive tattoos i.e. degrading to race, sex, religion or obscene.

7. ABSENTEEISM AND TARDINESS

Absenteeism and tardiness are factors in an employee's evaluation and wage scale. Frequent or unexplained absences from work, tardiness in reporting to work, or early departure from work seriously impair the value of the employee's services to the company and will not be overlooked.

8. OUTSIDE EMPLOYMENT

If an employee's employment outside SHOP 'N CART interferes with his or her job performance at SHOP 'N CART or if an employee works at another company which is in the same line of business as SHOP 'N CART, the management will request that the employee terminate the outside employment or leave SHOP 'N CART employment.

Outside employment will not be considered an excuse for poor performance, absenteeism or tardiness.

9. USE OF TELEPHONES

In order to keep the telephone lines to SHOP 'N CART stores open for necessary business calls, employees are requested to discourage all but emergency calls. Employees should make calls during non-working hours unless they obtain permission from a supervisor or manager to make an emergency out-going call at the SHOP 'N CART stores. Talking on the phone is not allowed while waiting on customers. No long-distance phone calls are allowed. ***SEE ATTACHED ELECTRONICS USAGE POLICY***

10. SMOKING

Smoking is not allowed in the building due to new state regulations. Smoking is only allowed outside in designated areas.

11. PARKING

Cars should be locked as SHOP 'N CART is not responsible for theft or damage to the employee cars or their contents. Please be considerate of customers and park away from the store entrance.

12. CARDING GUIDELINES

- A. Agrees to ask for photo I.D.
- B. Agrees to follow guidelines, 30 and under for cigarettes, 50 and under for alcohol. ***SEE ATTACHED EMPLOYEE'S AGREEMENT OF LEGAL AGE LIMITS AND EXTENSION TO THE CARDING POLICY***

13. EMPLOYEE PURCHASES

Managers may request inspection of purchases and receipts. **All** purchases will be rung up by another employee on duty (exceptions for those who work by themselves during a shift). **All** receipts will be signed by the purchaser. **All** charge receipts will be put with the daily paperwork. We have the right to search any personal items if we feel there is probable cause to do so.

14. VENDOR CHECK-IN PROCEDURE

Anyone that receives any type of merchandise from a vendor is responsible to carry out the following procedures: ***SEE ATTACHED VENDOR CHECK IN LIST***

- a. Check in all vendor's in the designated store receiving area.
- b. The physical counting of all delivered goods while verifying the invoice information is required.
- c. Recording all invoice errors and bringing them to the attention of the manager.
- d. Obtaining an invoice for all vendor transactions even if for a zero amount such as merchandise trades, new for old.
- e. Allowing only as many deliveries at one time as can be accurately cared for.
- f. Never allowing a vendor to trade merchandise without checking in the new merchandise and checking out the old merchandise.
- g. Assuring that vendors containers are empty when leaving the store
- h. Making sure all invoices are being scanned into the laptop in a timely manner.
- i. Making sure all invoices are sent to the office in a timely manner.
- j. Lost invoices will be manager's responsibility to request a duplicate from vendor.

15. C.O.D (CASH ON DEMAND)

Cash paid out upon delivery.

- a. Make sure that the addition is right before paying.
- b. Make sure to enter the right amount into the till.
- c. When the till asks for account number, enter the invoice number.
- d. Staple the signed receipt to the invoice.
- e. Put the invoice in the proper place designated by the manger.

TRAINING MANUAL

ALSO SEE ATTACHED NEW EMPLOYEE CHECKLIST

_____ Count reserve and change bags

Count daily-all shifts

Start up cash drawer with the following:

Cash \$27.00 in ones

\$55.00 in fives

\$50.00 in tens

Coin \$10.00 in quarters

\$5.00 in dimes

\$2.00 in nickels

\$1.00 in pennies

or whatever amounts that equal to \$150

These amounts are what go in your cash drawer every shift, no odd amounts, and \$150.00 even. Know how to figure your pay point and reconciliation sheets.

_____ How to run the register

Know what keys are for what product

6% and 7% tax on most registers

Refund or void keys

PLU's

Transaction voids

Scanner

Coupons

_____ How to use the laptop

Entering invoices

_____ Powerball machine

Sign on/Sign off

Running play slips

Changing paper & ink cartridges

Pay outs-\$100.00 limit

Reports

Key on register

Scratch tickets

Pay outs \$100.00 limit

Wand

Key on register all tickets must be scanned

No pay outs between 11pm-7am or when powerball machine is down at any time

Activate and settle books

Recording new books

No playing scratch tickets on your shift

Filling out scratch ticket sheets

EBT machine

Reports (manager) this report automatically comes up

Transaction code

Pin #

Changing paper

Manual transactions

Help line

Credit cards

Reports (manager) each store's machine is different

Pin #

Changing paper

Manual transactions

Help line

Security

What to leave in drawer at certain times

Safe procedures (combinations)-locked at all times

Robbery button

Phone #'s (manager)

Alarm codes

Locks

Keys

Check procedures

Driver's license

Phone #

Address

NO COUNTER CHECKS

Account #

Check reader

Traveler's checks-same procedure as taking regular checks

Phone #

Driver's license

_____ Identification

Cigarettes-need to verify age for 30 and under
Beer-need to verify age for 50 and under
Liquor-need to verify age for 50 and under
TAM certification-required by all employees

_____ Gas readings (midnight shift)

Sticking tanks
Pump readings
Monitor readings
Register key
Gas reports
Ordering gas
Gas spills (what to do) ***SEE ATTACHED GAS SPILL PROCEDURES***

_____ Know where back stock is located

Before putting out make sure that it is priced

_____ Cleaning

Soap & water
Take product off shelf and clean product and shelf

_____ Coolers

Pop
Beer
Juices
Wine
Water
Dairy products

_____ Floors

Sweep
Mop
Hot water & soap

_____ Outside

Sweep
Pick-up garbage
Dump garbage
Clean windows
Clean gas pumps

_____ Garbage's
Dump all
Inside and outside
Flatten and dispose of boxes

_____ Carpets
Shake or vacuum nightly

_____ Cigarette racks
Fill nightly
Cig. Back stock
Do not place anything on top of racks
Cigarette inventory

_____ Beverage machines
Clean
Fill
Empty water buckets

_____ Microwave
Clean nightly

_____ Condiments
Fill nightly

_____ Outdated product
Pull and put in return box

_____ Windows and doors
Clean when needed

_____ Donut & cookie tray
Clean nightly

_____ Phone

_____ Specials

_____ Newspaper counts

_____ Checking driver's in

_____ Dress code

SUBSTANCE ABUSE AND TESTING PROGRAM

This policy is effective May 1, 2014 and supersedes and revokes all previous practices, procedures, policies, and other statements of SHOP 'N CART, whether written or oral, that conflict with this Policy. SHOP 'N CART reserves the right to revise or suspend all or any portion of this Policy at any time without prior notice.

1. PURPOSE

Shop 'N Cart believes that it is important to maintain safe, healthy, and efficient operations and to protect its employees, property and equipment. Being under the influence of drugs or alcohol during the hours of employment may pose serious safety and health risks to the user and all those who come into contact with the user. Being under the influence of drugs or alcohol on the job also impairs the efficiency of Shop 'N Cart's operations and may create risks to the safety and security of property of Shop 'N Cart. The use, possession, manufacture, sale, transfer, or distribution of alcohol and/ or illegal drugs in the workplace also poses unacceptable risks to the maintenance of a safe and healthy workplace.

With the issues of safety and productivity in mind, Shop 'N Cart has established this Substance Abuse and Testing Policy.

2. WORK RULES

Employee may not be under the influence of alcohol or have detectable levels of alcohol (.02) or higher in their system when reporting to work or at any time during working hours.

- A positive test can result in termination.

A. Substance Abuse By Employees

i. Alcohol

1. Employees may not use alcohol while working, while on Shop 'N Cart property, or while operating Shop 'N Cart equipment, machinery or vehicles.

ii. Work and Medication

Any employee who reports his or her legal drug use to Shop 'N Cart may continue to work, if management determines that: (1) the employee does not pose a serious threat to either his or her own safety or the safety of any other person; and (2) the employee's performance of essential job functions is not adversely affected by the legal drug. Otherwise, the employee may be required to take a leave of absence, transfer to another job, accept some accommodation, or comply with other appropriate action as determined by Shop 'N Cart.

3. DEFINITIONS

For the purposes of the Policy, the following terms have the following meanings:

1. "Illegal drugs" means any controlled substance, medication, or other chemical substance that: (1) is not legally obtainable; or (2) is legally obtainable, but is not legally obtained or is not being used for the purpose(s) for which it was prescribed or was intended. "Illegal drugs" may include over-the-counter medications, if they are not

being used for the purpose(s) for which they were intended by the manufacturer and/or prescribing medical provider.

2. "Shop 'N Cart property" and "Shop 'N Cart equipment, machinery and vehicles" means all real property, equipment and vehicles owned, leased, rented or used by Shop 'N Cart.
3. "Safety-sensitive position" means any position that frequently requires the employee to perform functions that could expose any person (including the employee) to serious bodily injury if performed by the employee while under the influence of illegal drugs or alcohol.

4. DRUG AND ALCOHOL TESTING

Shop 'N Cart may request or require that employees and applicants provide urine/ blood/or cheek swab samples for drug and/or alcohol testing and breath samples for alcohol testing under any of the following circumstances:

SEE ATTACHED PRE-EMPLOYMENT DRUG TESTING FORM

A. Pre-employment Testing

- Any refusal of testing is the same as a failed test.

When employment is offered to an applicant, the offer will always be conditional upon the applicant taking and passing a drug test.

B. Reasonable Cause Test

Shop 'N Cart may require that any employee undergo a drug and alcohol test if management has a reasonable suspicion that the employee:

1. Has violated Shop 'N Cart's rules that prohibit the use, possession, manufacture, sale, transfer, or distribution of alcohol and/or illegal drugs while working, while on Shop 'N Cart property, or while operating Shop 'N Cart equipment, machinery or vehicles; or
2. Is under the influence of alcohol and/or illegal drugs while working, while on Shop 'N Cart property, or while operating Shop 'N Cart equipment, machinery, or vehicles.

C. Post-accident Testing

Shop 'N Cart may require that any employee undergo a drug and alcohol test if management has a reasonable suspicion that the employee:

1. Has sustained or caused another employee or customer to sustain a work-related injury that requires clinical treatment if, in the judgment of management, the employee's failure to follow safe work practices or act with reasonable care contributed to the accident causing the injury; or
2. Has caused a work-related accident or was operating or helping to operate equipment, machinery, or vehicles involved in a work-related accident.

D. Illegal Drugs

1. Employees may not use or possess illegal drugs or drug paraphernalia during working hours, while on Shop 'N Cart property, or while operating Shop 'N Cart equipment, machinery, or vehicles.

- a. Employees may not be under the influence of illegal drugs or have detectable levels of illegal drugs in their system when reporting to work or at any time during working hours.
- b. Employees may not manufacture, distribute, dispense, transfer, or sell illegal drugs.

E. Legal Drugs/ Medication

1. Reporting Requirements

If an employee has reason to believe that the use of legally obtained legal drugs, such as a prescribed medication, may pose a safety risk to any person or interfere with the employee's performance of his or her job, the employee must report such legal drug use to management. Shop 'N Cart may require a written statement from your health professional advising whether any work restrictions or other limitations are indicated. The employee may wish to have his or her physician consult directly with the manager of the store. Failure to report the legal use of a drug that may pose a safety risk may result in disciplinary action, up to and including immediate discharge. Shop 'N Cart and its managers shall maintain in confidence information regarding the lawful use of any legal drugs disclosed by an employee pursuant to this paragraph.

Employees who violate any of these rules will be subject to discipline, up to and including immediate discharge and law enforcement will be notified and criminal charges may be filed.

Employees who violate these rules will be subject to discipline, up to and including immediate discharge. The Company may make exceptions to these rules for certain business or social functions sponsored or approved by the Company. Whenever exceptions are made, it is the responsibility of the employee to always consume alcohol responsibly and follow the laws of the State of South Dakota.