

CONDITIONS OF EMPLOYMENT POLICY
BLUE INK, LTD. DBA Bengies Drive-In Theatre

In order for any applicant to be considered for employment at this small business, you must be willing to comply with the following, and fully understand these conditions are policies that are **strictly enforced**. There are no exceptions made to these policies. If you object to these policies please do not apply. Read all of this policy before you initial or sign. You must initial the first page where indicated and sign the second page verifying that you have read and understand these rules. As a policy, it applies to everyone without exception.

1. Be at work, on time, ready to meet and greet the public. If you do not show up for work it will be understood that **you have quit with no notice**. The only exceptions will be in compliance with the rules.
2. If you do not come to work because you are sick, or if you must leave work because you are sick, you must be examined by a licensed Medical Doctor and provide to us written, **verifiable documentation** that you are healthy enough to return to work. This business is not responsible for any expense incurred to have this done, however, this business would consider advancing you the funds from your pay to allow you to comply.

If an emergency arises concerning yourself or an immediate family member (i.e. Sickness, death, etc.) and you are unable to report to work, **documentation** of the situation from a **verifiable source must be provided** (i.e. obituary, police report, etc.).

3. If you need time off from work, **you must give 17 days written notice**, and you must get the notice signed by the management. (Note: If you are in a position to have someone else make plans for you, like parents or a spouse, you must let them know that they can't make plans for you that will interfere with your job and this condition of employment.) **NOT ALL REQUESTS FOR TIME OFF ARE GUARANTEED** until the management approves it, and understand that not all requests can be granted. Approval is granted for specific reasons, if your plans cancel, so does the approval. **IMPORTANT:** If the Employee schedule is completed, and you see that you are NOT scheduled for certain days on the completed schedule, **YOU ARE STILL EXPECTED TO COME INTO WORK IF YOU ARE CALLED**. If you make plans on days you are not scheduled and you are called into work and cannot come in because you have made plans, you are in violation of the rule. If you want to make plans that are not flexible, request it 17 days ahead of time.

3A. **We must be able to reach you by phone on short notice**. If you are not reachable or are "unavailable," you have not complied with this policy.

4. If you are caught stealing, in any unlawful act, if you are fired or dismissed for breaking this policy, Ground, or House rules & policies or failure to provide this company with a **minimum of two weeks written notice of your decision to depart will result in our applying any legal and/or financial remedies afforded to us under the law**. Proper termination of employment is to provide the management **with written notice AND a photocopy of your notice** that will be signed and dated when received by management to be retained by you for your records. Consider, not coming to work **IS** quitting without notice and can cause us a very big loss of income, also, non-return or willful damage to items this company provides to you will be pursued.

5. If you leave this business under any violation of these conditions of employment or circumstances that are deemed negative, you are to never return to this business with or without a ticket. You may never return under any circumstances to the Bengies property or any of the land owned by this business.

6. Each employee signs in and out individually. No employee may sign in prior to the time assigned on the work schedule, unless approved to do so by the management. You must also be diligent to sign in and out, and do so with careful handwriting so we can read the times. If you forget to complete the timesheet or do so in a manner where we cannot decide what was written, you will be paid for your time of course, but for the time in question, you will wait until the next pay period for that time to be entered. Signing in out for time not earned is "STEALING TIME." Please refer to Number 4 above.

(Continued on page 2) **Please initial page one here:** _____

7. Any persons bringing you to or picking you up from work MUST obey all house rules and policies. (i.e. Speed limit, headlights, etc,) so be sure anyone involved is properly informed, as it is YOU that will be held accountable. Persons under the age of 18 cannot walk out of the theatre after their shift, they must be picked up by a parent or guardian, or we must have their written permission to leave with another employee or anyone who is not the proper guardian.

8. There are many other rules that will come into play after you are hired, INCLUDING our Employee manual. The following are examples of "ground rules" that are enforced here and applicants are expected to comply. Any rules changed, altered or added after you are hired must be adhered to and will be enforced.

- **NO CELL PHONE USE IS PERMITTED HERE WHEN YOU ARE WORKING!** All cell phones will be in your car or in possession of the management except for work break(s) and will be returned to you at the end of your shift. **NO EXCEPTIONS**, unless otherwise provided in the employee manual.
- No Body piercing adornments other than up to 2 earrings, one in each ear. Tattoos must be covered by clothing, gloves, or bandages, or management approved methods. This includes when you are arriving, departing and during work, or at any time you are representing us. If you are in Bengies work attire, this would include off-site settings. YOU MAY NOT wear ANY attire that indicates the Bengies in ANY Royal Farm Store.
- **Strict Dress codes apply.** Fashion statements like wild hair colors, or the latest trends may not be appropriate for this business. Certain hairstyles may require the use of a hair net or hat. All attire and styles MUST be deemed appropriate by the management who has the final say. NO short cut shorts or low waistlines, or showing of undergarments, or "tying up" shirts are just some of the examples of what we are communicating.
- EMPLOYEES will be given shirts (and/or other articles of attire) after the training period. Once you are given these shirts, they will be worn always. Proper care of the clothing is your responsibility, as well as keeping them clean. If garments become stained and bad looking, you can get a replacement by turning in the bad article.
- ALL CLOTHING or equipment must be turned in before your last paycheck has been received, any willfully inflicted damage on items returned will be charged to the employee at the retail or replacement price. Any items not returned will be the cost to replace unreturned items. (see number 4)
- If you are not yet given shirts or attire, the ONLY acceptable dress is a shirt WITH NO WRITING. If you are positioned on the field, your shirt must be white or very light in color.
- If you are given equipment, (i.e. radio communicators, flashlights) you are responsible for that equipment. You are financially responsible for damaged, lost, or stolen equipment.
- In foodservice, no one can have nail polish or adorned (fancy, or decorative) nails when working in the concession stand, or anywhere around food. Again, certain hairstyles may require the use of a hair net.
- If you come to the movie, (employee privileges are free movies) and you are needed to work, expect to be "drafted" if you are needed. Also, any employee breaking any of the theatre's house rules, or causing any disturbance are grounds for dismissal or disciplinary action.
- When you are working, family, friends, and new acquaintances can not stop and converse with you. If this situation comes up THE ONLY correct response is: " I am sorry, I am working now, and cannot carry on this conversation." If the person persists, WALK AWAY FROM THEM, Or, you may say (and believe this) "Continuing this conversation will result in my dismissal." If conversation or engagement does continue, action on the management's part will happen.
- When your work shift ends you may not "hang out." When the work shift ends you must leave the theatre.
- You will not leave the workplace without management knowing.
- If there are any accidents or injuries, OR as the result of any unlawful or unreasonable act, you must submit to immediate drug testing. Failure to comply means you give up any rights of recourse, damages, or litigation against this company.

I have read and understand the employment policies of this business. I will acknowledge acceptance of this 2-page policy by signing below, prior to making application with this company.

PRINT Your First, Middle & Last Name

SIGNATURE

DATE