Conditions of Employment Blue Ink, LTD DBA Bengies Drive-In Theatre

For any applicant to be considered for employment at this small business, you must be willing to comply with the following and understand these conditions are strictly enforced. The following are examples of "ground rules" that are important for you to know before applying. If you object to these rules, please do not apply. You must sign verifying that you have read and understand these rules.

- 1. Be at work, on time, ready to meet and greet the public. If you are ill, injured, or have a personal emergency and cannot work as scheduled, you must communicate this to a manager ASAP. If you miss a scheduled work shift, disciplinary action will be taken unless you provide a verifiable document to excuse the absence. Calling out when you are not sick or for an emergency when there is none is a terminable offense. A no-call no-show means you have abandoned your job.
- 2. If you need time off from work, you must give 15 days written notice. The request must be approved by management. We make every effort to grant time off, but it is not possible in some cases. If you are in a position to have someone else make plans for you, like parents or a spouse, please let them know about the required notice. You may be asked to work on a shift when you are not scheduled from time to time.
- 3. Any person bringing you to or picking you up from work must obey all house rules and policies (i.e., speed limit, headlights, etc.). Be sure anyone involved is properly informed, as you will be held accountable. Persons under the age of 18 who do not drive to work cannot walk out of the theatre after their shift for their safety. A parent or guardian must pick them up, or a parent or guardian we must give written permission for you to leave with another employee or anyone who is not the proper guardian.
- 4. Cell phone use is not permitted while you are working. Cell phones may not be on your person while you are working.
- 5. This business has a dress code. Fashion statements or the latest trends may not be appropriate for this business. Anytime you are representing this business, all attire, styles, and piercings must be in compliance with our dress code. Tattoos must be covered by methods approved by management.
- 6. No one can have nail polish or adorned (fancy or decorative) nails in food service. Caps, visors, or hairnest must be worn.
- 7. If any employee is involved in an accident or sustains an injury while on the premises they must submit to immediate drug testing—failure to comply means you give up any recourse rights, damages, or litigation against this company.