



EMPLOYEE HANDBOOK

Unity Partners McDonald's
November 2021 Edition



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WELCOME TO UNITY PARTNERS MCDONALD'S

We're thrilled you're here! At Unity Partners McDonald's, we're committed to bringing people together to make lives better. By joining our organization, you've become an important part of that mission — one that takes teamwork, commitment, passion and a positive attitude.

John began his McDonald's journey like much of our team — as a crew member. It was in his role on the crew where John developed his passion for the McDonald's brand. He quickly learned that with persistence and determination, the sky's the limit in the McDonald's family.

Fast forward to 2014, when John and his wife Mary had the opportunity to become Owner/Operators at their first store in Central Indiana. With the same grit and tenacity that drove them in the early days of their respective careers, they committed to creating a people-first organization that's rooted in the foundation of the McDonald's system: excellence in Quality, Service and Cleanliness.

Unity Partners McDonald's has since grown to include multiple restaurants throughout Central Indiana. The following values have been, and will continue to be, crucial to the culture, wellbeing and growth of our organization:

SERVICE: Put simply, we are guest obsessed. From greeting to handoff, we strive to be the best part of our guests' day. We always stay one step ahead to ensure we meet our guests' needs and exceed their expectations, each and every visit.

COLLABORATION: There's no "i" in team. While we have our primary roles, we check our egos at the door and are always willing to jump into any task that the situation calls for — because maintaining a superb guest experience is in all of our job descriptions.

EMPATHY: The Golden Rule guides us. We ask that you treat others the way you would like to be treated — no exceptions.

DRIVE: As our organization's leaders can attest, the more you put in, the more you'll get out of this experience. We always give 110% and expect nothing less from each and every member of our team. We know you're up for the challenge.

INCLUSION: Our doors are open to everyone. We are committed to maintaining a supportive, accepting environment that allows everyone to be their truest selves.

Thank you for entrusting us to further your personal and professional development. Dream big!

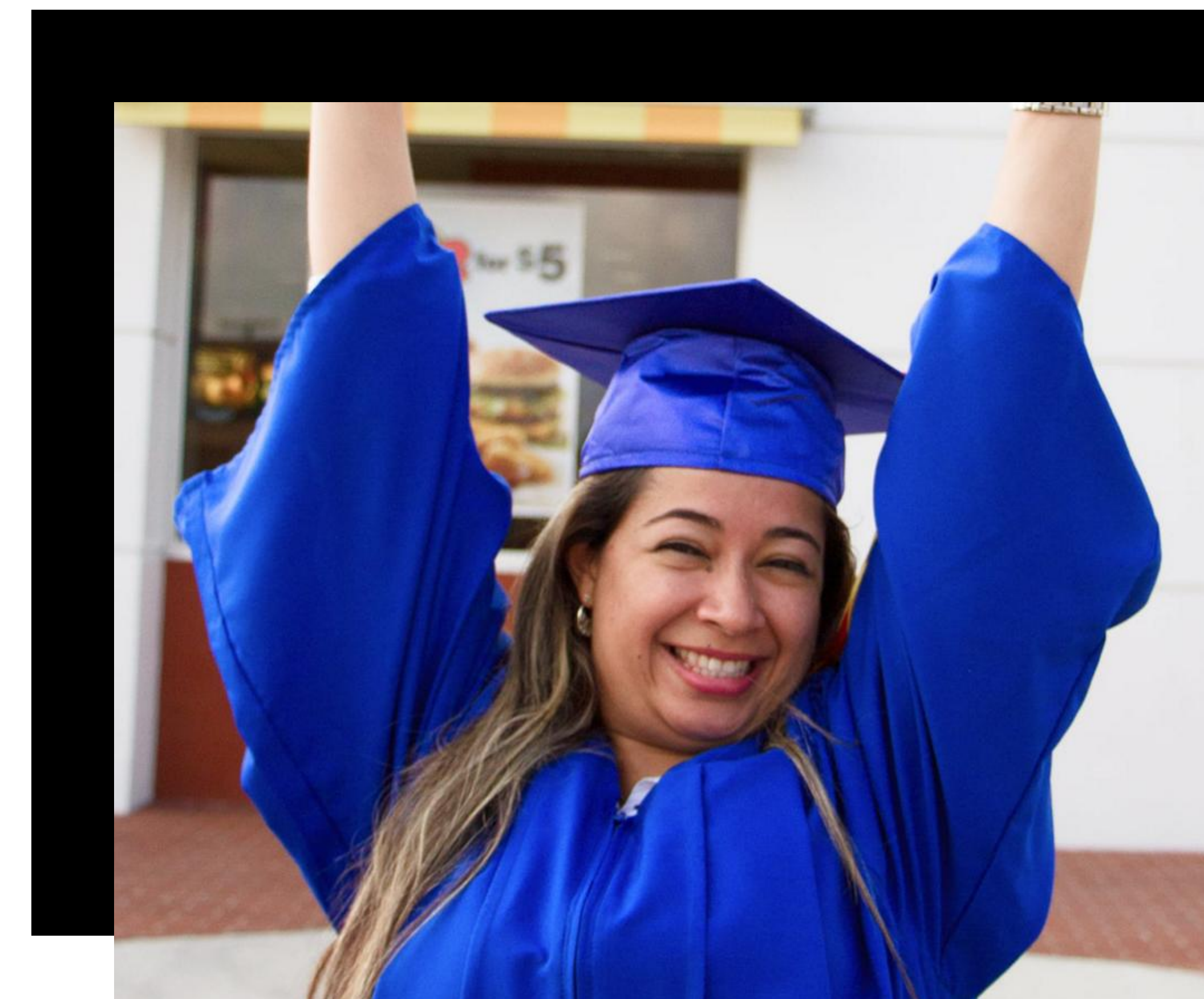
John and Mary Liapes
John and Mary Liapes

VACATION

Longer-term employees (in good standing) are rewarded for their tenure with paid vacation. Shift Managers and above are eligible for one week of vacation time after one year of employment. Vacation pay is based on the employee's average wage of the previous year's weekly hours worked. Vacation days may not be carried forward into another year. All vacations must be scheduled and approved by the General Manager at least 30 days in advance. Temporary Employees (summer, winter or on call only) are not eligible for vacation.

EDUCATION

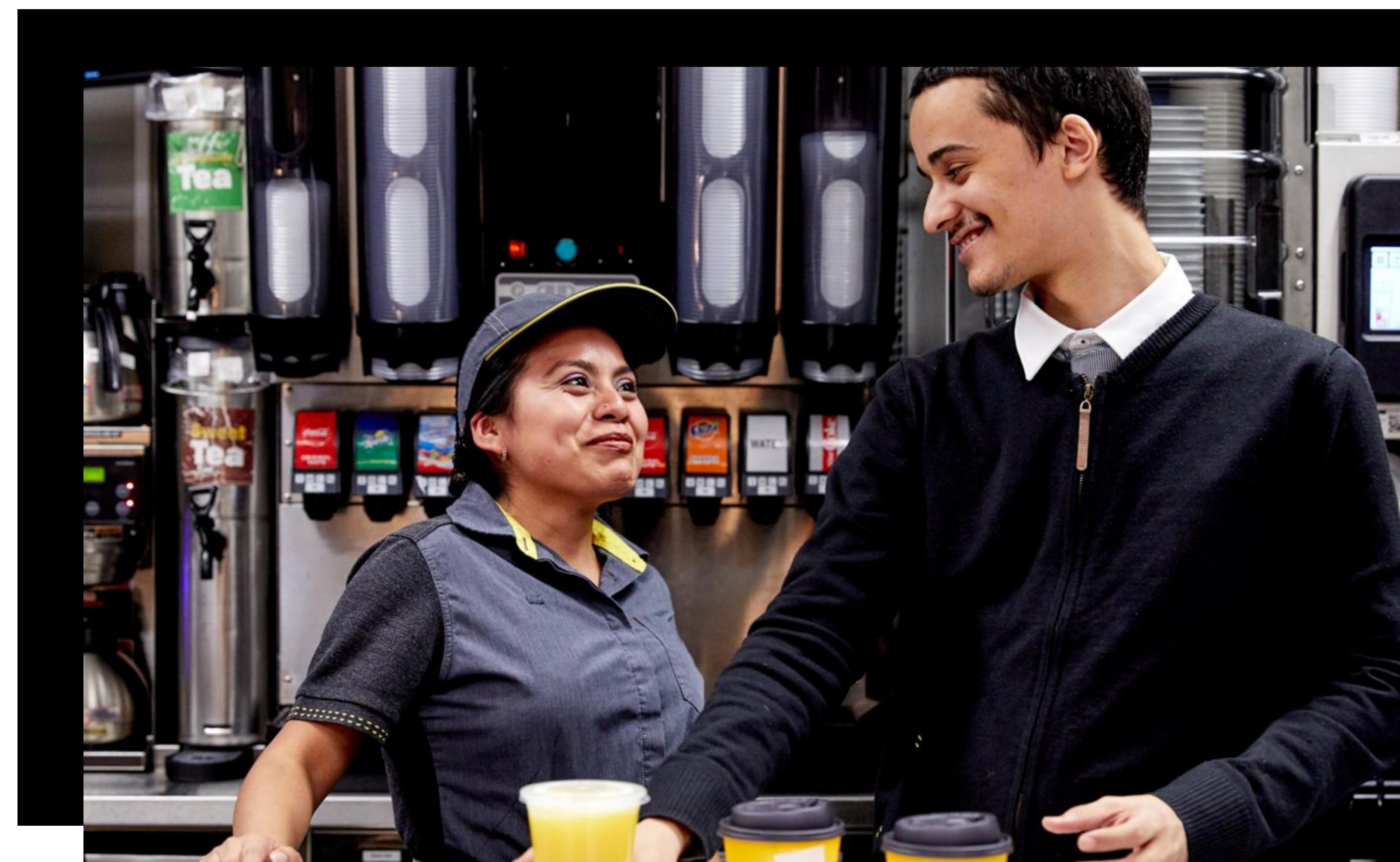
We are committed to helping our employees further their education and achieve their dreams. Our programs include assisting you in earning a high school diploma, improving your English skills and working towards a college degree. Please see your store manager about how to apply for tuition assistance.



CREW REFERRAL PROGRAM

Unity Partners McDonald's is always looking for hardworking, friendly and ambitious people. If you know someone who you think would be a good fit for our organization, please let us know! If you refer a person who gets hired, you will receive \$250 and your referral will receive \$100 after their 60-day anniversary.

It's a win-win: you get to work with your friends or family, and you both get cash! More specific program rules are below.



Crew Referral Program Rules:

1. Those eligible for referral include hourly employees including crew, maintenance, swing managers and office staff.
2. The referred employee must be newly hired, and must never have worked for Unity Partners McDonald's restaurants.
3. The referred employee should put your name in the "Referred By" space on the online application.
4. The referring employee must be employed with Unity Partners McDonald's at the time of payout.

PAYROLL

We pay employees weekly, every Tuesday. The pay period ends on a Sunday; payments are made on the next Tuesday directly to your checking account, savings account or pay card. If you do not have an account, your manager has information about pay cards available to McDonald's employees. Please provide a voided check or letter from your bank with account and bank routing numbers to your manager. Your manager can confirm when you will receive your first paycheck.



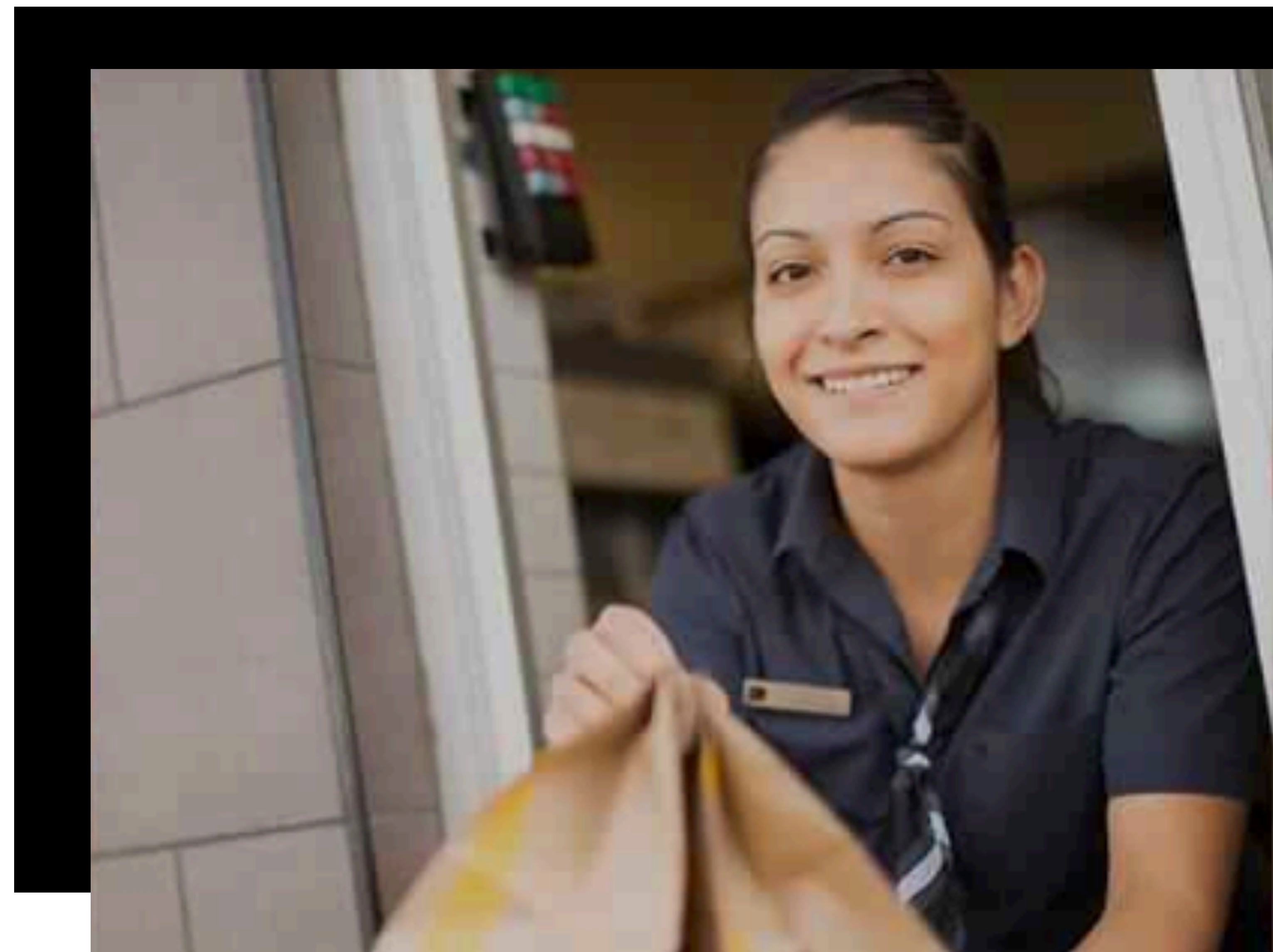
PERFORMANCE REVIEWS:

HIGH PERFORMANCE EQUALS HIGHER PAY

McDonald's has very competitive wages, which are directly affected by your performance. Your first performance review is approximately 90 days after you are hired, then every six months after that (to the nearest quarter). Performance reviews are annual after reaching the maximum rate for your position; contact your manager for current maximum rates.

Temporary employees receive annual reviews.

There may also be periodic store contests and programs to earn additional money.



INSURANCE:

WE'VE GOT YOU COVERED

Employees age 18 years and older who average 30 hours of work per week during a one year measurement period are offered Blue Cross Blue Shield of Illinois Medical Insurance. Your eligibility status will be verified after 12 months of employment. A percentage of Medical Insurance is paid for by McDonald's based on your position.

McDonald's also offers Dental, Vision, Long-Term Disability, Short-Term Disability and Term Life Insurance for an additional cost. See your manager for more requirements and information.

TIME OFF REQUESTS: PLAN AHEAD

Many places of employment schedule a month out or more at a time. In fact, we do this for our managers. However, to give our crew flexibility, we only schedule one week at a time. To make this work for us all, we need your help.

Time Off Requests must be received no later than Monday at 4:00 p.m. the previous week. Any employee who turns in their request later than this date may be required to work or find their own replacement. If you will be unable to work your scheduled time, you must call the manager one day in advance if possible, but always give at least two hours notice. If you cannot work due to illness, a doctor's note may be required. Emergencies will be handled on a case-by-case basis.

MEALS AND BREAKS

A free meal is offered when working a shift that is four or more hours. This includes one sandwich, one medium fry and a medium drink. This excludes all McCafé Beverages. All food must be eaten in the crew room.

You're required to take a 30-minute unpaid break when working five or more hours.

When you are not working, you can receive a 30% discount on your food purchases when using the national employee discount on the McDonald's App.



EMPLOYMENT:

YOU CONTROL YOUR DESTINY

Be assured that it is our policy to offer fair employment and promotion opportunities to the most qualified individuals and to establish a wage and salary program which provides for different rates of pay for dissimilar and unequal jobs and for differences in individual job performance.

Your first 30 days are probationary. As soon as practical during the first 30 days of employment, a follow-up orientation will take place and a determination will be made if your job skills meet the job requirements. If not, termination may occur.

We will not tolerate unacceptable, profane or vulgar language from any employee on McDonald's property or at a McDonald's sponsored event on or off of our premises. In cases where discipline or warnings are given to an employee regarding rule violations, the employee will be asked to sign an acknowledgement of warning. Signature does not mean agreement. If termination arises out of violation of our attendance, punctuality, or behavior policies and unemployment compensation is sought, we have the right to and may contest unemployment benefits.

WHAT'S IN A UNIFORM?

IT'S ALL IN THE PRESENTATION

The McDonald's Uniform Includes:

1. McDonald's Shirt
2. McDonald's Visor or McDonald's Hat
3. Nametag
4. Black Pants
5. Black Belt (if necessary)
6. Black Non-Skid Shoes



Employees' uniform shirt, visor or hat and name tag will be provided to them upon initial employment. They will be responsible for laundering and wearing a clean uniform. Employees are welcome to purchase additional shirts at their own cost. Tred-Safe and other brands of slip-resistant shoes are available for employees to purchase at most stores like Walmart, Target and Famous Footwear, as well as online retailers like Amazon and Shoes for Crews. Speak with your manager about current programs available to help offset the cost of shoes. You are responsible for providing black pants.

ELECTRONIC DEVICES, SOCIAL MEDIA & TOBACCO

Electronic Devices: Employees should not wear or carry electronic devices, such as cell phones, while on duty. Any emergency calls that the employee receives should come through the restaurant's telephone. No photography is allowed in the restaurant without written consent from the Owner/Operator.

Social Media: Each one of Unity Partners McDonald's employees is unique and has their own outlook on the world. While we value your opinions, we also want to remind you that social media platforms are not private. Employees represent McDonald's in all they do, whether clocked in or not; when in doubt, do not post. For more details, refer to the Policy Handbook.

Tobacco: We are a smoke-, vape- and tobacco-free restaurant, dining room, crew room, etc. Smoking on the lot in uniform while visible to guests is not allowed. Chewing tobacco is also not allowed in the restaurant. Eating, drinking and chewing gum are not permitted while working.



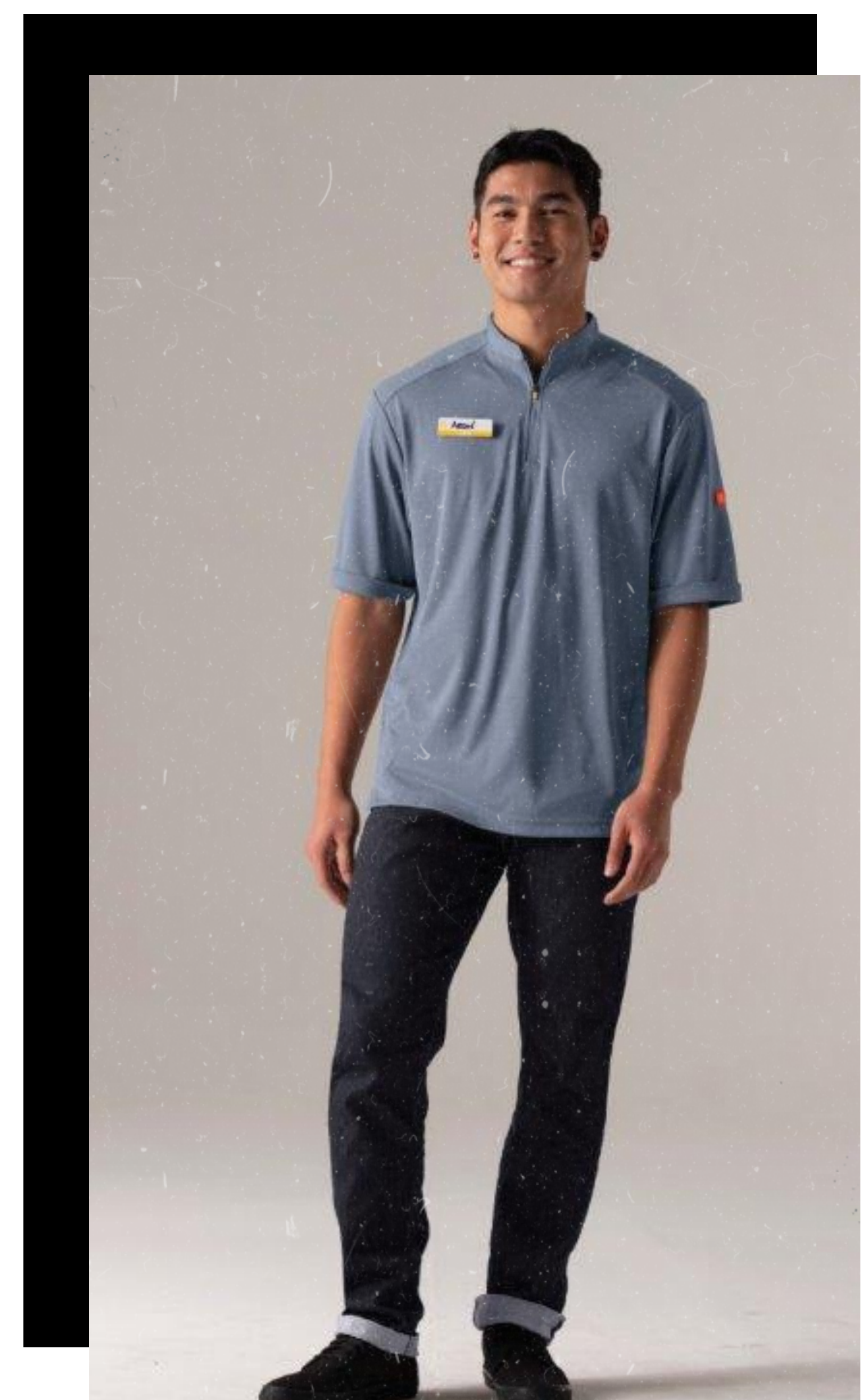
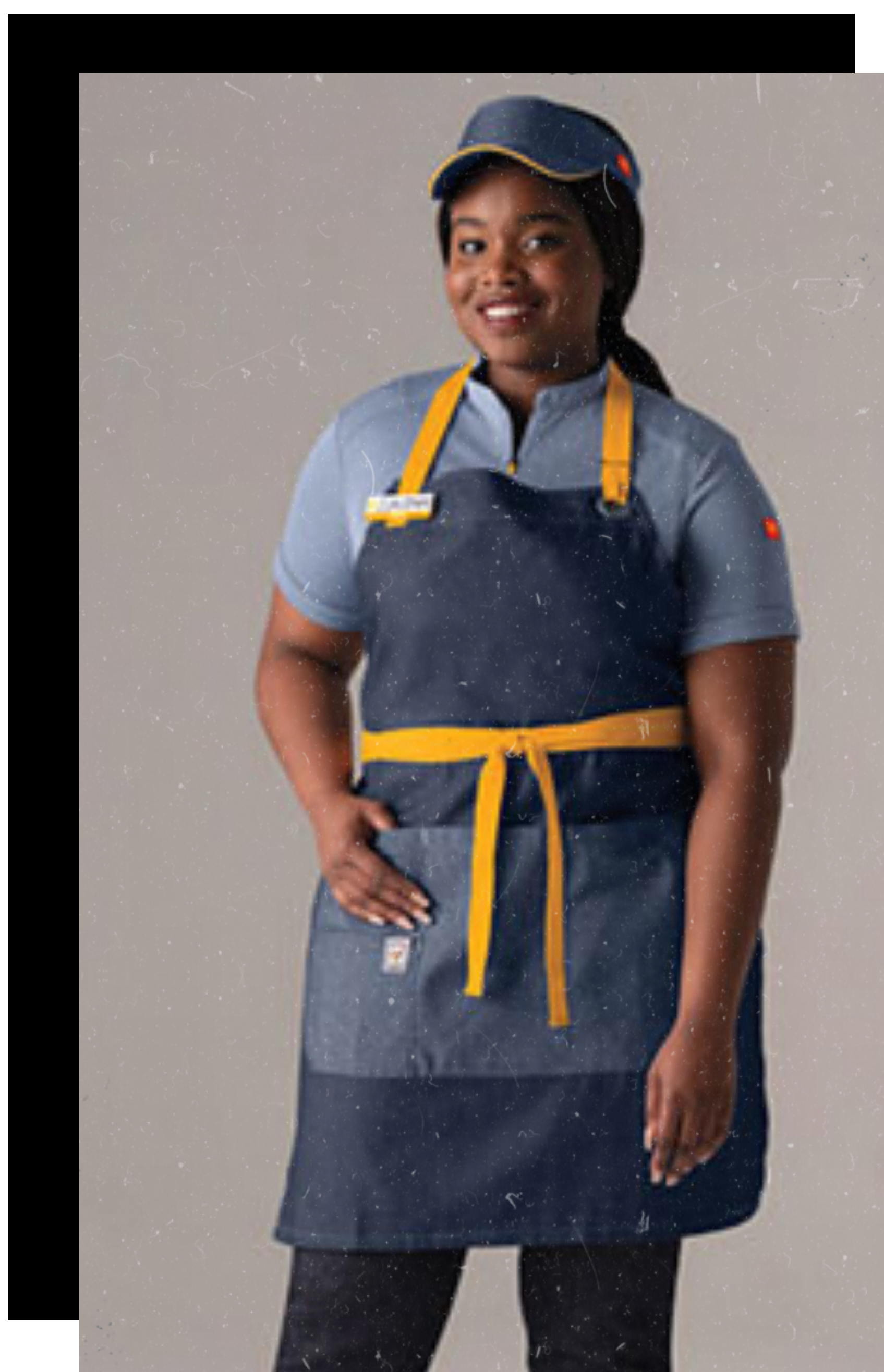
GROOMING & APPEARANCE:

DRESS THE PART

To ensure safe food handling and a safe and comfortable work environment for our employees and guests, we have some basic grooming and appearance guidelines listed below.

- **Overall:** Good hygiene matters. Keep clean by bathing or showering and brushing teeth daily.
- **Hair:** Should be clean, off the face and pulled back or pulled up. If it touches your shoulders, it needs to be pulled back.
- **Facial Hair:** Should be short, clean and trimmed. If an employee chooses to maintain a beard, they are required to provide their own disposable beard net or face mask for each shift.
- **Nails:** Should be short and clean.
- **Cosmetics:** Should be subtle (this includes perfumes and colognes).
- **Jewelry:** No excessive amounts of jewelry are permitted. Employees should not wear loose or dangling bracelets, earrings or necklaces, as these can be a safety hazard while preparing and serving food. If jewelry becomes a distraction (e.g. tongue piercings, smart watches, etc.), employees will be asked to remove it.
- **Tattoos:** Body markings or tattoos, which are visible, need to be approved by management. No offensive symbols or words will be permitted.

Restaurant management will make the final determination of acceptable appearance. Our goal is to reach a balance between offering our guests a welcoming environment with employees in uniforms which represent our brand, while also providing our employees the opportunity to be themselves.



**FOR QUESTIONS, PLEASE CONTACT
YOUR STORE MANAGER.**