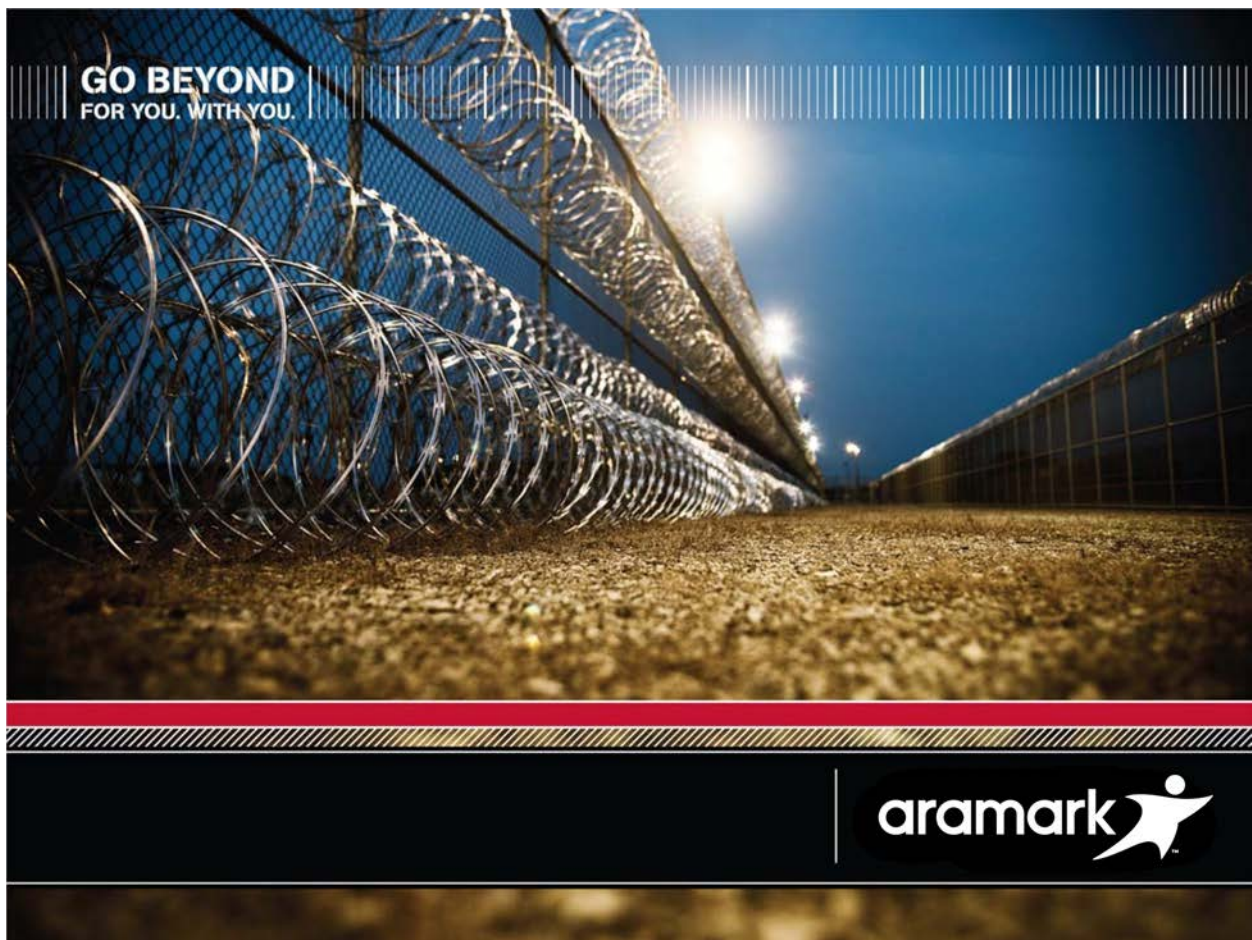


# Aramark

## Correctional Services

### Employee Handbook



## A Message from the President

ACS Team Member:

Welcome to Aramark Correctional Services! You will soon discover that this is a great place to work and develop your career. At Aramark, we are committed to developing our most valuable asset, our people. Only through the growth and development of our people can we continue to be successful. It takes a special type of individual to work in Correctional Services, and I would like to thank you in advance for your hard work and commitment. Your efforts are vital to our success as an organization. You are also vital to the communities in which we live and work by helping to ensure public safety. You help us "Go Beyond" by engaging our teams, delivering quality service, and demonstrating value to our clients each day.

With over 30 years experience, Aramark Correctional Services (ACS) is the oldest and largest provider of managed service solutions to correctional institutions. We provide daily meals, commissary services, facilities management, laundry and property room management, and other programs to more than 500 state, county, and municipal correctional and other secured facilities in North America, serving over one million meals per day. We are proud of our history and tradition, and pleased that you are part of our team.

ACS delivers proactive service solutions, consistent accountability, and quality leadership, which facilitates a true partnership with our clients. We provide fresh, innovative retail options, practical and efficient food and commissary service, and cutting-edge technology using industry-leading software. With Aramark, our clients receive more than just operational excellence and flawless performance. For us, it's more than just delivering our outstanding services. We strive to exceed the expectations of our clients while giving back to the communities we live and work in. Many people underestimate the value of the work that corrections professionals do to promote public safety. A well-managed correctional facility benefits not only the employees, correctional officers and inmates, but the community as a whole. We recognize your efforts and thank you for your commitment in this challenging environment.

It is our goal to create a workplace where we all feel valued and empowered as part of the Aramark Correctional Services team. Security and safety is always our top priority, but taking responsibility to support each other is also critical to our success. Through our shared commitment to OP-X, STARS, Safety, PRIMA, and other initiatives, we're doing the right things to protect and support our people on the job. At all times, please remember to do the right thing. That includes treating the inmates we serve with dignity and respect. Your commitment to integrity, acting honestly and ethically, is critical to our continued success and we are counting on each of you to do your part.

This handbook is provided to assist you as you begin your Aramark career. Additionally, you may have other questions after working with us and will have this to use as a reference. Should you need more information or have other questions, please be sure to contact your direct supervisor or Regional Human Resources representative.

*Thanks again for all you do to help us deliver outstanding service, achieve our goals, and "Go Beyond" to make a difference in the lives and communities we touch every day!*

Sincerely,



President  
Aramark Correctional Services

## Table of Contents

Disclaimer – Your Employee Handbook	3
A Note About Your Handbook	4
The Aramark Story	5
Our Vision, Our Guiding Principles, Principles for Valuing Diversity, Definition of Diversity	8
Employment Policies	9
1.0 Employee Status	10
1.1 Definition of Employee Status	10
2.0 Equal Employment Opportunity	10
3.0 Policy Against Sexual Harassment and Other Workplace Harassment	
4.0 Employment of Relatives	12
5.0 Immigration Reform and Control Act	13
6.0 Employee Conduct	14
6.1 Business Conduct Policy	14
6.2 Conduct Guidelines	
7.0 Progressive Discipline	17
7.1 Suspension	17
8.0 Separation of Employment	17
9.0 Electronic Data and Communications	18
10.0 Drug Free Workplace Act Policy	
11.0 Attendance Policies	19
11.1 Attendance Records	20
11.2 Job Abandonment	21
11.3 Schedules	21
11.4 Overtime	22
11.5 Rest Breaks and Meal Periods	22
11.6 Time Records	23
11.7 Paychecks/Pay Period	24
11.8 Electronic Payroll	24
12.0 Time Off	25
12.1 Holidays	25
12.2 Vacation	26
12.3 Leaves of Absence	26
12.4 Return to Work	27
12.5 Family and Medical Leave Act (FMLA)	27
12.6 Personal Leave of Absence	28
12.7 Military Leave	28

12.8 Bereavement Leave	28
12.9 Jury Duty	29
13.0 Open Door Policy	29
13.1 Communication	29
14.0 Employee Hotline Program	30
15.0 Performance Evaluations	30
16.0 General Policies	30
16.1 Violence in the Workplace	30
16.2 Personal Hygiene and Grooming	31
16.3 Uniform Policy	31
16.4 Telephone Use	32
16.5 Employee Parking	32
16.6 Personnel Records	32
16.7 Solicitation and Distribution of Literature	32
17.0 Benefits	32
17.1 Insurance Programs	32
17.2 COBRA	33
17.3 Retirement Program	33
17.4 U.S. Savings Bonds	33
17.5 Workers Compensation	34
17.6 Employee Assistance Program (EAP)	34
18.0 Length of Service	34
18.1 Company Service Recognition	35
19.0 Safety and Loss Prevention	35
19.1 Security	35
19.2 Safety Rules	35
19.3 Emergencies	37
19.4 Workplace Searches	37
19.5 Hazard Communication	37
Final Word / Future Amendments	38
Acknowledgement of Receipt	40
Policies covered in the "Key Policy Review" Training	35

## **Disclaimer – Your Employee Handbook is Not a Contract**

Unless otherwise specifically noted, or unless the context indicates otherwise, the policies and standards set forth herein apply to all hourly employees. Occasionally, you may receive updated information concerning changes in Aramark policy. Aramark may revise this handbook in whole or in part at any time, with or without notice. It will be the responsibility of each affected employee to obtain, read, understand and comply with such revisions, just as it is every employee's responsibility to obtain, understand and comply with this handbook. This handbook is intended to serve as a general explanation of and guide for Aramark's policies and procedures and an outline of benefits available to qualifying employees.

If you are covered by a collective bargaining agreement and specific provisions of the collective bargaining agreement contradict the policies and procedures found in this handbook, the provisions of the collective bargaining agreement supersede those in this handbook provided they do not violate the law.

This handbook is intended to serve as a general explanation of Aramark's policies and procedures. It is not intended to be an express or implied contract between Aramark and any employee. Aramark employees are employees at-will. Any individual may voluntarily leave employment at any time, and employment may be terminated by Aramark at any time for any reason unless state law requires otherwise. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee unless otherwise defined by written notification of the Vice President of Human Resources.

No policy or provision in this handbook is intended to create a contract binding the employee or the employer to an agreement of employment for a specific period of time. A worker's employment can be terminated by either the Employee or the Employer at any time, for any reason, with or without notice unless state law requires otherwise. All policies and procedures outlined in this handbook are subject to change or modification at the employer's discretion at any time that particular circumstances warrant.

# A Note About Your Handbook

## Welcome to the Aramark Team!

By accepting a position with Aramark Correctional Services you have joined thousands of others across the nation who, like yourself, enjoy the challenges and opportunities of the service industry.

We are strongly committed to continually improving our operations and serving our clients and customers in a courteous, professional manner. It is our spirit of service that makes us unique. This is the reason that you were selected for a position.

This handbook is designed to inform you of some of Aramark's policies, work standards and benefits. We hope this handbook will help you understand our mission, the services we provide, and your responsibilities and contributions toward delivering those services. Following Aramark's work standards and policies will help better serve our customers and clients as well as ensure a cleaner, safer environment in which to work.

This handbook is intended for use as a ready reference for those questions you may have regarding policies and standards for your performance. While the handbook covers many points, you may still have questions not answered here. If so, discuss them with your Component Manager. In this handbook, the title "Component Manager" is used to refer to all levels of management to include: General Manager, Food Service Director, Assistant Food Service Director, and Commissary Manager. In the event that you have an issue or concern that cannot be resolved by your local or regional resources, Aramark provides an Employee Hotline that can be reached by dialing: **1-877-224-0411**. The Hotline was designed as a tool to encourage managers and employees to report conduct that they believe violates Aramark's Business Conduct Policy, workplace safety rules or any other company policies.

If you are working in a unionized account, the provisions of your collective bargaining agreement may supersede those in this handbook provided they do not violate the law. Therefore, if you have questions about any differences which may occur, please refer to your union contract.

From time to time you may receive updated information concerning changes in Aramark policies, standards and procedures.

Aramark may revise this handbook in whole or in part. It is the responsibility of each affected employee to obtain, read, understand and comply with such revisions, just as it is every employee's responsibility to obtain, understand and comply with this handbook. Every effort will be made to provide an updated employee handbook on a regular basis. To ensure you have the most current updates, please ask your Component Manager to cross-reference the handbook, which is available on the corporate Intranet. The Intranet will always have the most current version.

This handbook is intended to serve simply as a general explanation of certain Aramark policies and procedures and as an outline of certain benefits available to most hourly employees. It is not intended to be an express or implied contract between Aramark and any employee. Aramark employees are employees at-will. Any individual may voluntarily leave employment at any time, and employment may be terminated by Aramark at any time for any reason or no reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee unless otherwise defined by written notification from the Vice President of Human Resources.



Like every business, Aramark started small. In this case, the inventory was peanuts, the warehouse was the back seat of a Dodge, and the man with the big idea was Davre Davidson. The year was 1936.

His vision was to put vending machines in factories and offices – places they had never been before. In Davidson's mind, his business was not "vending," it was service. This concept was shared by another like-minded entrepreneur, William Fishman, who ran Automatic Merchandising Company, a vending machine company based in Chicago.

A mutual customer, Douglas Aircraft, brought the two men together during World War II. Davidson managed vending for Douglas Aircraft's Southern California plant, while Fishman handled vending at its Chicago plant. They shared ideas and became fast friends.

### **Gaining a National Presence**

In September 1959, Davidson and Fishman merged their operations into one, and the combined company became known as Automatic Retailers of America, or ARA for short. In 1960 they took ARA public to infuse the enterprise with new capital and expand the business. At that time, ARA's annual revenue exceeded \$37 million.

Davidson's operations had been primarily on the West Coast, Fishman's in the Mid-West. The two men knew that to be truly national the company would need an East Coast presence as well. In 1961, ARA gained that East Coast presence with the acquisition of the Philadelphia-based Slater System, Inc., the country's largest manual food service business at the time.

By combining vending and manual food service, ARA became a diversified service provider. The company continued to diversify and expand over the following decades. Davidson and Fishman's approach to entering new businesses was to research the best-managed local companies, acquire them, and convince key members of the acquired companies' management teams to stay with ARA.



## Expanding Markets

In the mid-1960s, with the boom of air travel and record attendance at sporting events, ARA entered the leisure services market. In 1968, ARA took its operations international when it was selected to serve over 1 million meals to thousands of athletes at the 1968 Summer Olympic Games in Mexico City. It was the first of many Olympic partnerships for the company. One year later, to reflect its growing range of services, the company officially changed its name to ARA Services.

In 1976, the company entered the work uniform rental and career apparel industry, as businesses sought uniforms and other textile products to distinguish their brands from competitors and to increase employee morale. In 1980, ARA Services acquired National Child Care Centers, Inc. and entered the child care arena.

Meanwhile, Joseph Neubauer joined ARA Services in 1979 as executive vice president of finance and development, chief financial officer, and a member of the company's board of directors. Two years later, he was elected president of the company.

## From Public to Private

In 1984, to fend off a hostile takeover bid, a group of executives, including Neubauer, who had by then become CEO, coordinated a management buyout that resulted in management ownership of 40 percent of the company, allowing managers to maintain control of their own destinies.



Joe Neubauer  
Aramark CEO

## Unlimited Partnerships

In the late 1980s and early 1990s, emphasis was shifting from "serving" to "partnering." Reflecting this change, ARA Services changed its name to Aramark in 1994. With the company's new name, came a new way of describing its service philosophy. For years, Aramark's managers had created value for clients by taking on "non-core" functions such as food service or uniforms and enabling clients to focus on what they do best. Aramark's managers recognized that, with many clients, the company had moved far beyond the traditional "supplier" role into full business partnerships that continued to expand over time. Aramark began calling these special relationships "Unlimited Partnerships," recognizing that Aramark would do whatever it could to satisfy clients and help them succeed at their core businesses.

## Strategic Acquisitions

From 1995 to 1999, Aramark further developed its facilities and uniform and career apparel capabilities through key acquisitions. By 1999, Aramark had boosted its revenues to approximately \$6.7 billion.

The new millennium brought new opportunities. In November 2001, Aramark acquired ServiceMaster Management Services, its most significant acquisition ever. This strategic move expanded the company's facility service capabilities, which now rivaled Aramark's longstanding competencies in food service and uniform and career apparel.



## **Continuous Growth: From Private to Public – And Back Again**

In December 2001, Aramark returned to the New York Stock Exchange after 17 years as a private company. Aramark's initial public offering created resources with which the company could continue to strengthen the quality and breadth of customer resources.

Since this public offering, the company continued to expand its professional service offerings through strategic acquisitions in the healthcare, conference center, uniform service and food service arenas. At the same time, Aramark continued to expand its overseas capabilities by entering such countries as Chile and Ireland and by increasing its investment in Japan and Korea. In 2003, Aramark completed the sale of its child care division to better focus on growth opportunities in its core food, facilities and uniform businesses.

To offer value to existing shareholders and continue to provide superior experiences, environments and outcomes to Aramark clients, in 2006 a group of investors led by Neubauer proposed the acquisition of all outstanding shares of the company, a move shareholders overwhelmingly voted to approve. The new private structure allows the company to focus more fully on delivering long-term solutions that deliver the most value for clients.

## **Today's Aramark**

Today, partnership remains the cornerstone of Aramark's business model. Over the course of its history, Aramark has endeavored to build relationships of trust with thousands of clients around the world. The company offers its clients the most complete, most innovative array of managed services in the marketplace, and thus provides solutions that are customized to each client's unique needs. In the process, Aramark strives to create more value for its clients and to strengthen and expand its client partnerships. Aramark knows these partnerships are possible only because of its talented employees. In recognition of this, the company constantly seeks new ways to invest in its employees.

**We hope the philosophy of hard work from many dedicated employees allows us a bright future. We are pleased you have joined the team and we look forward to all you will bring to Aramark.**





## **OUR VISION**

**A company where the best people want to work.**

**Customers who recommend us to others because we constantly exceed their expectations.**

**Success measured in the growth of our company, its earnings and ourselves.**

**A world leader in managed services.**

## **OUR GUIDING PRINCIPLES**

**Because we value our relationships, we treat customers as long term partners, and each other with candor and respect.**

**Because we succeed through performance, we encourage the entrepreneur in each of us, and work always to improve our service.**

**Because we thrive on growth, we seek new markets and new opportunities, and we innovate to get and keep customers.**

**And because we're Aramark, we do everything with integrity.**

## **PRINCIPLES FOR VALUING DIVERSITY**

**Because we are committed to being a company where the best people want to work, we champion a comprehensive diversity initiative.**

**Because we thrive on growth, we recruit, retain, and develop a diverse workforce.**

**Because we succeed through performance, we create an environment that allows all employees to contribute to their fullest potential.**

## **DEFINITION OF DIVERSITY**

**The mosaic of people who bring a variety of backgrounds, styles, perspectives, values and beliefs as assets to Aramark and our partners.**

# **Employment Policies**

# 1.0 Employee Status

## 1.1 Definition of Employee Status

For purposes of wage and salary administration and eligibility for overtime payments and employee benefits, Aramark employees are classified as follows:

**Full-time Regular Employees:** Employees hired to work a normal work week in accordance with an established schedule of at least 30 hours per week on an annual basis, with overtime hours as required.

**Part-time Regular Employees:** Employees hired to work fewer than 30 hours per week on a regular basis.

**Temporary Employees:** Employees hired to work full-time or part-time for specified or limited periods during the year with an understanding that their employment will be terminated upon completion of an assignment or at the end of a specified period of time.

You will be informed of your initial job title and status during orientation. If you change classifications during your employment as a result of promotion, transfer, or otherwise, your Component Manager will inform you.

# 2.0 Equal Employment Opportunity

Aramark is committed to ensuring equal employment opportunity. Our policy regarding equal employment opportunity states:

**It is the policy of Aramark to recruit, hire, train, promote, transfer and terminate persons without regard to race, color, religion, national origin, age, gender, disability, sexual orientation, disabled veteran, Vietnam Era veteran, recently separated veterans, armed service medal veterans, other protected veteran status, or other classification protected by applicable federal, state or local law.**

In addition, Aramark will ensure that all other personnel actions such as compensation, benefits, lay-off, return from lay-off, company-sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, national origin, age, gender, disability, sexual orientation, disabled veteran, Vietnam Era veteran, recently separated veterans, armed service medal veterans, other protected veteran status, or other classification protected by applicable federal, state or local law.

A copy of Aramark's Equal Employment Opportunity Policy is on display on your component's policy board.

# 3.0 Policy Against Sexual Harassment and Other Workplace Harassment

Aramark is strongly committed to providing a professional working atmosphere free from sexual and other forms of harassment. This Policy applies to all Aramark employees and applicants for employment, and prohibits harassment whether engaged in by managers, supervisors, co-workers, or non-Aramark employees, such as customers or suppliers. Conduct prohibited by this Policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and company-sponsored social events.

## **Sexual Harassment**

Sexual harassment includes any action or conduct that threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, compensation, performance evaluations, advancement, assigned duties, or any other term or condition of employment. In addition, sexual harassment includes unwelcome verbal, visual, or physical conduct of a sexual nature that demeans the dignity of an employee through insulting, intimidating, or degrading sexual remarks or conduct, or which has the effect of unreasonably interfering with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.

**Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, leering, catcalls or touching; obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other verbal, visual, or physical conduct of a sexual nature.**

## **Other Workplace Harassment**

Other workplace harassment includes, but is not limited to, any unwelcome verbal, visual or physical conduct which denigrates or shows hostility or aversion toward an individual because of an individual's race, color, religion, national origin, age, gender, disability, sexual orientation, or other personal characteristic protected by federal, state or local law, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

**Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).**

## **Complaint Procedure**

Any employee who feels that he or she has been a victim of harassment or has witnessed any conduct that may be inconsistent with this Policy must report the incident immediately to his or her supervisor. If this is not appropriate, the incident must be reported to the next level of management or, in the alternative, to your local, regional, or Business Unit Human Resources professional. If this too is inappropriate, then the incident must be reported to the Employee Hotline at 1-877-224-0411.

Any supervisor, manager, or Human Resources professional receiving a complaint of harassment must immediately contact his/her immediate supervisor and/or next level HR professional.

**If you feel that you have been a victim of harassment, or if you would like to speak with someone regarding an incident, you must contact your immediate supervisor, the next level of management, your local, regional, or business unit Human Resources professional (1-800-999-8989, extension 5907), the employee hotline (1-877-224-0411).**

## **Responsive Action**

All complaints will be handled in a timely manner. Confidentiality will be maintained throughout the investigation to the extent consistent with appropriate investigatory and corrective action.

Any supervisor, manager, or Human Resources professional who becomes aware of harassment or any complaint of harassment under this Policy and fails to notify the proper parties or take corrective action pursuant to this Policy will be subject to disciplinary action, up to and including dismissal.

Any employee who is found, after an investigation, to have violated this Policy will be subject to appropriate disciplinary action, up to and including termination.

## **Retaliation**

Intimidation, coercion, threats, retaliation or discrimination against any employee (or other person) for making a complaint under this Policy, assisting in an investigation, or reporting an incident of harassment, is prohibited. Anyone engaging in retaliation, like harassment itself, will be subject to disciplinary action, up to and including dismissal.

To obtain a complete copy of Aramark's Anti-Harassment Policy, please contact your Component Manager.

## **4.0 Employment of Relatives**

Aramark permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of Aramark, create actual or perceived conflicts of interest. Aramark will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- ◇ **No employee is permitted to work in the “chain of command” of a relative so that one relative’s work responsibilities, salary, or career progress could be influenced by the other relative.**
- ◇ **No relatives are permitted to work in the same department or in any other positions in which Aramark believes an inherent conflict of interest may exist.**

For the purposes of this policy, relatives include parents, spouses, domestic partners, fiancées, ex-spouses, children, grandchildren, siblings, aunts, uncles, nieces, nephews, grandparents, other adults residing in the same household, first cousins or in-law or “step” relations. If employees marry and one of the two above-described conditions exists, then an effort may be made to transfer one of the employees to another shift, component, or line of business. If an effort cannot be made to transfer one of the two affected employees, the employees need to reach a decision as to who will leave the organization. Also, Aramark reserves the right to eliminate reporting relationships in situations where a personal relationship may create a conflict of interest in the workplace, e.g., employees who are dating, roommates, etc.

**In the event that a manager or supervisor has a familial relationship with a subordinate, the manager must immediately inform his or her manager and the appropriate Human Resources professional of the existence of such relationship.**

## **Personal Relationships between Managers and Subordinates**

Aramark does not condone, and in fact discourages, dating or intimate relationships between managers and subordinates. Even when the relationship is voluntary and welcome on the part of both parties, a manager may not maintain a dating or intimate relationship with an Aramark employee when:

the employee works directly or indirectly for the manager; or

the manager has compensation, performance review, or promotional input with respect to the employee.

In the event that a manager enters into (or, in the case of a relationship predating this policy, continues) a dating or intimate relationship with a subordinate, the manager must immediately inform his or her manager and the appropriate Human Resources Manager of the existence of such relationship.

The Human Resources Department will then consider the appropriate steps to end the reporting relationship between the manager and the employee. These steps may include transfer of the manager or employee to another position within Aramark, or a decision that one or both of the individuals should seek employment with another company.

Aramark considers the impact of a dating or intimate relationship between a manager and his or her subordinate to have many potential negative consequences in the workplace. As a result, Aramark will treat violations of this policy seriously, and impose discipline up to and including termination of employment for a manager's failure to notify Aramark of the existence of such a relationship.

## **5.0 Employment Eligibility Verification/Form I-9**

Pursuant to the Immigration Reform and Control Act of 1986, the purpose of Employment Eligibility Verification, commonly referred to as the Form I-9, is to document that each new employee hired after November 6, 1986 is authorized to work in the United States.

The hiring manager will provide new employees information on completing Section 1 of the electronic Form I-9. Each employee must complete Section 1 of the electronic Form I-9 on or before, but no later than, the end of his/her first day of work.

An employee is required to provide satisfactory Form I-9 documentation that establishes his/her identity and authorization to work in the United States, as detailed in the Lists of Acceptable Documents, within three (3) business days of the employee's first day of work with Aramark. If you choose to present a "List B" document, please note that because Aramark participates in E-Verify, only those "List B" documents that contain a photograph are acceptable. We encourage you to bring your Form I-9 documentation with you on your first day of work. Confirmation of your employment eligibility will be conducted through E-Verify, which is an Internet-based system that compares the information from your Form I-9 to data from the Social Security Administration and U.S. Department of Homeland Security records. This is done after your Form I-9 has been completed.

Your information cannot be submitted to E-Verify without your Social Security number. You will be prompted for your Social Security number when you electronically complete Section 1 of the Form I-9. Please note that you do not need to present your Social Security card.

## 6.0 Employee Conduct

Aramark acknowledges that our employees are our most valuable resource. It is Aramark's goal to be the best company to work for by promoting an environment where:

- **Fair and honest treatment of every individual is a standard.**
- **Open communication is encouraged.**
- **We attract, develop and promote the most qualified people.**
- **There exists a balance between family, community, and the Company.**
- **We recognize and reward accomplishment.**
- **We encourage ourselves with uncompromising honesty and integrity.**

Occasionally employees need coaching about their job performance and other issues. Managers strive to address performance issues in the most effective way possible. This requires the employee and the manager to work together to define the performance issues and agree on ways to overcome them. The manager is responsible to communicate expectations and establish a plan to improve performance or behavior. If improvement is not achieved, further disciplinary action may result up to and including termination.

In some circumstances, behavior may be serious enough to result in immediate termination from the Company and the Company must, at all times, retain the right and the flexibility to terminate employment without cause when it considers such actions appropriate.

### 6.1 Business Conduct Policy

It is the continuing commitment of Aramark to conduct all company business with the utmost integrity. Aramark's policy is to comply with all domestic and foreign laws and to conduct its business in an ethical manner. Employees may not engage in any conduct or any transaction on behalf of Aramark that would violate any applicable law or the ethical standards set forth in the Business Conduct Policy. A summary of the Business Conduct Policy is located on the back of your employment application. To obtain a complete copy of Aramark's Business Conduct Policy, please contact your Component Manager.

### 6.2 Conduct Guidelines

All companies, including Aramark, set reasonable conduct guidelines. These guidelines allow us to coordinate a variety of activities within our organization and to provide a safe working environment for our employees and our clients. The following list is not intended to be all-inclusive, but merely illustrates certain types of behavior Aramark deems unacceptable, and which will result in disciplinary action up to and including dismissal, with or without any written warnings. Other behaviors not listed may result in similar action. Furthermore, please note that your component may be required to follow rules of the client that may be stricter than those you see below. Your Component Manager will notify you if different rules apply to your component.

**Nothing in this policy shall alter the "at-will" nature of the employment relationship or limit management's prerogative to separate an individual's employment at any time for any reason not prohibited by law.**



## VIOLATIONS OF Aramark's CONDUCT GUIDELINES

- ◇ **Violation of Aramark's Business Conduct Policy.**
- ◇ **Conducting yourself during non-working hours in such a manner that the conduct would be detrimental to the interests or reputation of the Company/client.**
- ◇ **Attempting to enter, entering, or assisting any person to enter or attempt to enter the company's or clients premises without proper authority.**
- ◇ **Harassment of any nature. Please refer to the Policy Against Sexual Harassment and Other Workplace Harassment (Section 3.0).**
- ◇ **Willful destruction of Company and/or client property.**
- ◇ **Carrying concealed weapons, or possession, use or distribution of weapons, illegal drugs, intoxicants, including alcohol, or other contraband on Company and/or client property or premises.**
- ◇ **Consumption of any type of alcoholic beverage or other intoxicants or illegal drugs or narcotics on client or Company premises or on Company time.**
- ◇ **Reporting for work under the influence of intoxicants or illegal drugs.**
- ◇ **Indecent behavior and/or immoral conduct on Aramark's time or on client's premises.**
- ◇ **Use of force on an inmate or another employee.**
- ◇ **Gross misuse, deliberate waste, removal or attempted removal of Company/client material (food, records, documents, property, tools, equipment, etc.) from Company and/or client premises without proper authorization. This includes any items discarded by the client.**
- ◇ **Removal of another employee's or client's property without permission.**
- ◇ **Unauthorized use of Company or client cash, Company vehicle, materials, or facility regardless of intent.**
- ◇ **Falsification of time records/cards or any other documents. This includes making adjustments without authorization to time records/cards.**
- ◇ **Falsifying any reports or records, including misrepresentation of facts in seeking employment. This includes falsifying information on the employment application.**
- ◇ **Repeated tardiness or absenteeism.**
- ◇ **Solicitation or distribution of written material of any kind by employees, except when both the person doing the soliciting and distribution and the person reviewing the soliciting and distribution are on break or at lunch, and when both individuals are consenting. This includes but not limited to distributing fund raising brochures, or engagement in gainful employment of any type.**
- ◇ **Absence of two (2) consecutively scheduled workdays without notice (No Call / No Show).**
- ◇ **Insubordination (such as: refusal to perform any job or work assignment given by an employee's supervisor or by management).**
- ◇ **Use of profane, inappropriate, or abusive language, where the language used is uncivil, insulting, offensive or contemptuous, and making maliciously false, vicious or profane statements concerning anyone on Aramark's or client's premises.**
- ◇ **Smoking in "No Smoking" areas.**

## VIOLATIONS OF Aramark's CONDUCT GUIDELINES cont'd

- ◇ **Gambling or conducting a lottery while on duty or on client/Company premises.**
- ◇ **Sleeping or dozing on the job.**
- ◇ **Failure to return from leave of absence when scheduled.**
- ◇ **Conduct endangering or threatening to endanger the life, safety or health of any employee, client, customer or inmate.**
- ◇ **Fighting (physical or verbal) of any nature while on client's premises or while being paid.**
- ◇ **Violation of any safety rule or practice or engaging in conduct which tends to create a safety hazard including fighting, disorderly conduct, horseplay, scuffling, throwing things, etc.**
- ◇ **Failure to report an accident to management within the required timeframe.**
- ◇ **Threatening, intimidating, coercing, or interfering with fellow employees on Aramark's and/or client's premises.**
- ◇ **Leaving your work area without a job assignment or a job-related task without management's authorization.**
- ◇ **Not providing acceptable Form I-9 documentation within three (3) days of starting work.**
- ◇ **Not providing proper and/or authentic documentation for medical absences, emergencies, bereavement, etc., upon request.**
- ◇ **Failure to follow uniform policy and failure to display identification badge.**
- ◇ **Failure to clock/punch/sign your time record/card when you start your scheduled shift and at the end of your work day.**
- ◇ **Failure to follow meal period tracking/logging procedures, where so required.**
- ◇ **Clocking/Punching/ Signing another employee's time record/card.**
- ◇ **Accepting/soliciting gratuities, gifts, or monetary tips from any client representative, vendor, salesperson, and/or inmate.**
- ◇ **Eating or drinking other than during designated rest breaks and meal periods and/or outside designated areas.**
- ◇ **Altering work schedule or switching days without management's approval.**
- ◇ **Working unauthorized overtime.**
- ◇ **Unauthorized use or searching of employee files or file cabinets.**
- ◇ **Fraternization with inmates. Fraternalization includes, but is not limited to, sexual contact and any other kind of physical contact, sending or receiving correspondence, phone calls, showing favoritism, sexually suggestive gestures or comments of any kind, wearing revealing or other inappropriate clothing, supplying inmates with money, transportation, housing, bail bonds, cigarettes, drugs or contraband, or any other type of assistance to inmates. Contraband is defined as any item that is not issued to the inmate by the facility as they enter the jail, or anything else the client considers contraband.**
- ◇ **Failure to maintain your security clearance and /or violation of Company or client security policies or procedures.**

## 7.0 Progressive Discipline

It is the policy of Aramark to treat all employee performance and discipline problems in a fair and consistent manner. In all but the most serious cases, each employee will be advised of the incorrect behavior and given an opportunity to correct the problem.

Prior to beginning "formal" progressive discipline, it is generally our practice to offer coaching and counseling to the employee. This practice is left to the discretion of the Manager and is used in situations where the issue is not yet serious but does need to be corrected.

Consistent with our general philosophy that any discipline is intended to be corrective in nature, and to prevent any further occurrences. The disciplinary approach taken may vary at our discretion on, among other things, the gravity of the offense, the circumstances under which it occurred, and your duties. In most cases Aramark follows progressive discipline, which may involve four (4) steps:

- Verbal Warning (Documented)
- First Written Warning
- Final Written Warning
- Termination of employment

Keep in mind that Aramark has no obligation to use any one or more of these forms of discipline prior to discharging an employee. Any or all of these steps can be omitted, as Aramark deems appropriate, at their discretion. Moreover, by establishing this disciplinary procedure, Aramark is not relinquishing or limiting its right to discharge an employee for any reason or no reason at all, at any time, with or without notice.

**This policy does not limit or modify Aramark's right to terminate an employee's employment at any time, for any reason, with or without any cause or advance notice.**

### 7.1 Suspension

Suspension (the temporary removal of an employee from work) may occur to investigate circumstances including, but not limited to, policy violations and hotline calls. A record of suspension will be generated at the time of an employee's suspension. Human Resources, the District Manager or Component Manager have the authority to suspend employees pending an investigation in certain circumstances.

Employees will be paid for their normal scheduled work hours during the suspension period. The duration of a suspension should not exceed three (3) working days, unless approved by the Human Resources Director. Managers should notify the Human Resources Director prior to or immediately following any suspension.

## 8.0 Separation of Employment

We want you to understand that the employment relationship is considered to be "employment-at-will." This means that both you and Aramark are free to terminate the employment relationship at any time, for any reason, with or without cause, unless applicable law requires otherwise.

In the event you find it necessary to resign or decide to retire, please notify your Component Manager. Written notification is preferred, and it is customary to give at least two weeks notice so that the Company can make arrangements to adjust schedules and find a replacement. Employees who leave in good standing will be given consideration if they wish to return to work at a later date.

Separating employees are entitled to receive pay for any earned, yet unused accrued vacation time up to the maximum amount allowed by policy, unless applicable law provides otherwise. Checks will be issued according to state and federal guidelines.

All Company property in an employee's possession must be returned prior to leaving the facility.

Under the Federal Consolidated Omnibus Budget Reconciliation Act ("COBRA"), separating employees may be eligible to elect to continue medical and dental insurance coverage. For more information, see the COBRA section which appears under the Benefits section in this handbook.

Aramark uses The Work Number® to provide automated employment and income verifications for former employees. To verify employment or salary, call The Work Number® at 800-367-5690.

## 9.0 Electronic Data and Communications

The use of electronic data is a key resource and communication tool within Aramark. All data is considered to be property of Aramark and should not be used for personal use.

All e-mail and computer communications are subject to inspection and should not contain any inappropriate language/comments/graphics, etc. Failure to adhere to this policy may result in disciplinary action up to and including termination. Employees must use reasonable care and common sense when utilizing email, Internet and computer systems.



## 10.0 Drug-Free Workplace Act Policy

Aramark is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act of 1988. This Policy prohibits the use of intoxicants and illegal drugs in the workplace in compliance with federal and state regulations.

Aramark believes that employee involvement with intoxicants or illegal drugs produces an adverse impact upon the work environment and employee job performance. Aramark also believes that involvement in such activities is detrimental to the business.

All complaints will be handled in a timely manner. Confidentiality will be maintained throughout the investigation to the extent consistent with appropriate investigatory and corrective action.

Any employee who is found, after an investigation, to have violated this Policy will be subject to appropriate disciplinary action, up to and including dismissal.

Under the influence is defined as: the employee is affected by a drug or intoxicant (including alcohol) or the combination of a drug and intoxicant in any detectable manner. The symptoms of being under the influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. (A determination of being under the influence can be established by a professional opinion or scientifically valid test).

Illegal drug: includes any drug, which is not legally obtainable; or which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. This also includes, but is not limited to, marijuana.

Workplace: includes the site where the work is done with a specific federal contract; an employee operating an Aramark leased fleet vehicle or any other vehicle used for business purposes; whenever the employee is representing Aramark; property of Aramark clients; and work-related setting outside the workplace, such as during business trips, business meetings, company-sponsored social events and off site catering events.

Prohibitions: The following acts of misconduct are strictly prohibited by Aramark:

- Reporting for work under the influence of intoxicants or illegal drugs.
- The manufacture, distribution, dispensing, sale, possession or use of intoxicants or illegal drugs in any manner during working hours, or at any time on Aramark property, or on the property of Aramark clients.

Failure to comply with this Policy may result in:

- Disciplinary action, up to and including termination, or
- Offering an employee an opportunity to participate in a drug abuse assistance program or rehabilitation program particularly when required by law.

Guidelines for Employees Governed by the Provisions of the Drug-Free Workplace Act:

Impairment Caused by Legal Medications: Medications legally prescribed by a licensed physician or available over the counter can also affect performance and behavior. Employees should obtain information from their physician regarding any potential impairment that may be caused by such medications and are required to inform their Component Manager where impairment potential exists. Employees may be required to provide a written statement from their physician concerning the effects of the medication.

Employee Obligation: Employees are required to notify their Component Manager of any criminal drug statute conviction for a violation involving the manufacture, distribution, dispensing possession, sale, or use of any illegal drug for violations occurring on Aramark's property or the property of Aramark clients not longer than five (5) days after such a conviction.

## 11.0 Attendance Policies

Unplanned absences and excessive tardiness are disruptive, threaten the safety of the entire facility service operation, place an unfair burden on other employees and jeopardize the service level we strive to provide to our clients and customers. In an effort to prevent these pitfalls, Aramark administers an attendance policy with which each employee must comply. Failure to comply with these requirements will be handled in accordance with our progressive discipline policy.

It is the personal responsibility of every employee to report to work on time, for all scheduled work hours. It is the responsibility of each Component Manager to ensure each employee is aware of the policy, to maintain accurate records of employees' absences and tardiness, and to apply Company standards in a consistent fashion.

**TARDINESS** is coming to work after the employee's scheduled start time. If the employee is going to be late, a telephone call should be made to the Manager at least one hour prior to the scheduled shift. The reason for the tardiness needs to be stated and the approximate time of arrival indicated. The Component Manager will document all incidents of tardiness. Habitual tardiness may result in disciplinary action, up to and including termination.

A **PLANNED ABSENCE** includes time off that has been scheduled and approved **in advance** by the employee's Component Manager. The following absences from work are considered planned absences for purposes of this policy: vacation days, holidays, personal days, jury duty, and approved leaves of absence.

An **UNPLANNED ABSENCE** is a day, or series of days as a result of the same unplanned absence, which are not previously approved or scheduled where an employee does not come to work. Unplanned absences may include, but are not limited to: vacation days not requested in advance; unapproved vacation; sick time; No Call/ No Show (unreported absence).

The employee must notify the Component Manager, or the designated supervisor, of an unplanned absence **at least one hour before his/her regularly scheduled start time**. However, every effort should be made to give as much notice as possible so that reserve scheduling can be made.

**It is unacceptable to only notify a co-worker of your absence without having notified your Component Manager. It is every employee's responsibility to contact their Component Manager in the event of an absence. Your absence will be considered unreported until the proper person has been notified.**

An employee **MUST** report his or her own absence, unless it is impossible to do so and the reason is verifiable through documentation. Documentation may be required for any unplanned absence upon request of the Component Manager.

**When an employee is absent for three (3) or more days, management reserves the right to request medical certification of the illness or injury and the employee's fitness to return to duty.**

If you are **absent during a portion of the workday**, it is the employee's responsibility to notify the supervisor immediately of any condition or emergency that requires the employee to leave the workplace.

Employees are expected to report to work regardless of the weather. No special provisions or changes in pay will be made for poor weather.

An employee who experiences an unplanned absence and does not notify his or her Component Manager, or does not call and does not show up for the scheduled time worked, may be subject to disciplinary action, up to and including termination. Note: FMLA-qualifying absences will not subject an employee to any form of discipline, assuming the employee complies with FMLA regulations regarding notice.

## **11.1 Attendance Records**

For reasons of consistency and fairness, ALL instances of ABSENCE and/or TARDINESS (including those for which an employee receives personal, sick, or vacation pay) will be recorded, regardless of the reason for the absence and whether or not prior approval was granted. These records will track attendance for a rolling twelve-month calendar year.

It is Aramark Correctional Services' intent to be fair and understanding with respect to employee attendance problems. We will use the previously outlined policy to address attendance issues. Excessive attendance problems will result in disciplinary action up to and including termination.

The Manager will record all instances of absence and/or tardiness. Absenteeism and tardiness records will be maintained on a rolling twelve-month basis. If, **over a rolling twelve-month time frame**, the combined number of tardiness and unplanned absences reaches a total of six (6) times, the employee may be terminated.

Below are examples of options Aramark Correctional Services may use in administering attendance related discipline. Aramark Correctional Services has no obligation to use any one or more of these forms of discipline prior to discharging an employee. Any or all of these steps can be omitted, as Aramark deems appropriate, at its discretion.

**Any instance of absence and/or tardiness may be documented using the following guidelines:**

- The Component Manager will record all instances of absence and/or tardiness. An unplanned absence or tardiness is considered one occurrence.
- Absenteeism and tardiness records will be maintained on a rolling twelve-month basis.
- The first three occurrences an employee is absent and/or tardy, on a rolling twelve-month basis, the employee may be subject to receive a first written warning.
- The fourth occurrence an employee is absent and/or tardy, on a rolling twelve-month basis, the employee may be subject to receive a second written warning.
- The fifth occurrence an employee is absent and/or tardy, on a rolling twelve-month basis, the employee may be subject to receive a final written warning.
- The sixth occurrence an employee is absent and/or tardy on a rolling twelve-month time basis, the employee may be discharged in accordance with the discipline policy.

Note: FMLA-qualifying absences will not count as "occurrences" for purposes of this section.

It is every Component Manager's responsibility to keep accurate and up-to-date attendance records for all employees. It is also the responsibility of every Component Manager to administer this policy in a fair and consistent manner. Management is encouraged to consult with Human Resources regarding the administration of the attendance policy.

### **11.2 Job Abandonment**

An employee may be assumed to have resigned should he/she fail to personally notify management of an absence (No Call/No Show) on two (2) consecutive occasions within a rolling twelve-month calendar year or for two (2) consecutive scheduled workdays.

### **11.3 Schedules**

Work schedules are based on the requirements of the operation. Every effort will be made to post a schedule of hours at least one week in advance.

**There may be times when schedule changes are necessary due to absenteeism, operational concerns, and changes in service of other business needs. Your Component Manager will advise you of any necessary scheduling changes once the schedule has been posted. All employees are expected to share weekend and holiday coverage, if necessary.**

Employees are not to make any changes on, or to, the schedule itself. Schedule changes are to be made by the Component Manager only, or the supervisor designated by him or her to make such a change. Unauthorized changes made to the schedule will be grounds for disciplinary action, up to and including termination.

## 11.4 Overtime

Overtime hours are not scheduled except where necessary to meet operational needs. Component Managers may manage how and when overtime is distributed and scheduled, except if a collective bargaining agreement with requirement on this issue is in place at the location. Component managers may discipline employees who fail to obtain prior approval (where required) for overtime, but in all events overtime wages will be paid to any employee who has worked overtime hours even when the employee failed to obtain prior approval for working overtime. Where state law dictates, a rate of 1.5 times normal pay will be paid to employees for all hours worked over eight (8) hours per day.

**In calculating overtime, only “actual hours worked” are considered. In other words, holiday pay, vacation pay, floating holiday pay, jury duty hours or bereavement time do not count as “actual hours worked” for overtime calculation purposes.**

## 11.5 Rest Breaks and Meal Periods

Rest breaks and meal periods will be provided in accordance with state laws. During rest breaks and meal periods, employees must not perform any work related duties. Consult with your Human Resources professional for your state requirements.



In several states, employees must be provided with, and/or are entitled to take, one or more rest breaks per day that are of a certain duration and at certain times. In these states, Aramark will comply with applicable state-specific requirements by providing paid rest breaks. In all other states, Aramark will provide paid rest breaks to all employees at management's discretion. Rest breaks may not be combined to create longer rest/meal periods or shorten the work schedule. Rest breaks cannot be accrued to take at another time, i.e., skipping a break or breaks does not permit an employee to leave work early or makeup for coming in late.

Employees may not leave the work site during paid rest breaks, except where state law provides otherwise. Your Component Manager will assign times for rest breaks based upon business needs. Manager/Supervisor approval is required to take a rest break. Employees may not take their rest breaks in prohibited areas.

Some, but not all, states require employees to be provided with a meal period at certain hours of the day depending upon the length of their work day. Where required by law, Aramark will provide meal periods to all employees. Where a meal period is provided, each employee will be provided with one 30-minute, uninterrupted, unpaid meal period. In components where unpaid meal periods are provided and/or where state law mandates a meal period be provided, employees must track/log the meal period (i.e., clock/punch/sign out for the meal period and clock/punch/sign back in at the conclusion of the meal period). Your supervisor may assign times for meal periods based upon business needs. Any change in time or location of meal periods must be approved by the Manager.

Meal periods may not be combined with rest breaks to create longer rest/meal periods or shorten the work schedule. Meal periods cannot be accrued to take at another time, i.e., skipping a meal period does not permit an employee to leave work early or make up for coming in late.

If you are in a component that requires the meal period to be tracked/logged (i.e., clocked/punched/signed out for the meal period and clocked/punched/signed back in at the conclusion of the meal period) and you forget to track/log the meal period, the Manager must write in the correct time. You and your Manager must initial this correction to the time record once you have acknowledged it to be correct.



One meal per shift will be provided at no charge to each employee who works that shift (only applicable to Food Service and Commissary workers). Please remember that our free meal policy does not allow you to carry food out of the Food Service area. The Component Manager will designate food available for employee consumption.

## 11.6 Time Records

Accurate time records are important. When you start work, you will be given a time card, time sheet, or other time keeping resource and shown the proper procedures for recording your time worked. This time card or time sheet is the record from which your pay will be calculated. It is, therefore, important that the information submitted is accurate.

Employees are expected to work the hours that they are scheduled. You must have management approval in advance for hours worked in excess of your regularly scheduled hours. Your Supervisor will initial your time record to indicate management approval. You will be paid for unapproved time worked but may be subject to discipline, up to and including termination, for failure to obtain approval.

Under no circumstances is an employee authorized to Clock/Punch/Sign in or out on another employee's time record or for another employee. This is grounds for disciplinary action, up to and including termination.

### **Please observe the following procedures regarding your time records:**

- Use the time clock to punch in or time sheet to sign in for your shift at your scheduled time.
- If the component provides a meal period, you will take a full uninterrupted thirty (30) minutes for your scheduled meal period.
- Use the time clock to punch out or time sheet to sign out at the end of your work day.
- Do not perform any work (a) before clocking/signing in, (b) after clocking/signing out, or (c) during unpaid meal periods. If any Aramark manager or supervisor requires, suggests or tolerates this behavior, you will immediately report the incident to the toll-free, **Aramark**

### **Employee Hotline at 1-877-224-0411; your identity will be kept secret.**

- Promptly let your manager know if you miss any time punches.
- Follow the overtime approval process explained to you by your manager. If you work unapproved overtime you will be paid for the time, but you may also receive disciplinary action.
- Review your time record at the end of each pay period and report any errors to your manager right away.
- Sign-off on changes to your time card that your manager must make in order to add your missed punches or to make other edits to show your actual hours worked.
- After you have checked that your time card is correct, sign your time card/record. If you have any questions or concerns about your time card/record:
  - **Speak with your manager**
  - **If the situation has not been resolved, call the toll-free, anonymous Aramark Employee Hotline at 1-877-224-0411 to report any concerns.**
- Follow the correct procedure explained to you by your manager to quickly report any concerns you have with your paycheck.
- If you have questions about the above-listed items, ask them.
- If you do not follow Aramark's timekeeping policies and procedures, it may result in disciplinary action up to and including termination of employment.

## 11.7 Paychecks/Pay Period

Each paycheck you receive is for the hours worked during the preceding designated pay period, and not the week in which you receive the check.

In states where state law requires payment weekly for hours worked, you will be paid accordingly and each check will be for the hours worked during the preceding week, not the week in which you receive the check.

Aramark is obligated, by law, to withhold Federal, State and Local Income Tax and Social Security deductions and any federal/state/local authorized wage garnishments. Other payroll deductions, as authorized by you, may also be withheld from your paycheck. These may include medical insurance, dental insurance, U.S. Savings Bonds, etc. If you have any questions about your payroll deductions, please ask your Manager.



Accuracy is very important; however, on occasion an error may be made. It is the employee's responsibility to verify that all information is correct. If there are any errors, you must inform an authorized Aramark Manager immediately and must complete a Payroll Discrepancy Form. If corrections are necessary, adjustments will be made in your next paycheck, unless state law requires otherwise.

Your paycheck will not be given to anyone else unless requested in writing by you, with your signature. The person accepting the paycheck on behalf of the employee must sign that they have received the check.

Unless specific arrangements are made in writing by the employee, paychecks not claimed by the employee will be mailed to the address on file for the employee, unless state law dictates otherwise. If the paycheck is returned due to an incorrect address, it will be returned to the payroll department and filed as unclaimed wages.

## 11.8 Electronic Payroll

Aramark offers its employees two electronic payment options:

- ◇ **Direct deposit is available, if your financial institution participates. Please see your Component Manager for the necessary authorization form. When you participate in this program, your paycheck is deposited directly into the account of your choice and you receive a statement of earnings and deductions on payday.**
- ◇ **JPMorgan Chase Paycard is a debit card (not a credit card). Each payday an employee's payroll funds are electronically deposited to the payroll card. An employee can then use the payroll card to access the funds at retail locations and ATM locations.**

**If you have any questions about electronic payroll options, please ask your Component Manager.**

## 12.0 Time Off

### 12.1 Holidays

Since food service must be provided at the facility 365 days per year, employees are frequently required to work on holidays. The scheduling of holiday shifts will be at the discretion of the Component Manager.

All hourly employees (full and part-time) will receive a total of eight (8) paid holidays a year depending on their date of hire. Rather than have eight fixed holidays, we have established a schedule of five (5) standard holidays and three (3) floating holidays. This is intended to provide additional flexibility in scheduling time off.

**Aramark Correctional Services' five standard designated holidays are as follows:**

**New Year's Day  
Memorial Day  
Independence Day  
Thanksgiving Day  
Christmas Day**

**If a designated holiday falls on a non-standard business day, an alternative day will be selected at the Component Manager's discretion.**

The three floating holidays are to be used within the assigned calendar year. Floating holidays must be scheduled at least two weeks in advance and approved by your supervisor based on business needs. Requests for floating holidays should be made in writing to the Component Manager and will typically be handled on a first come, first serve basis. The three floating holidays will be paid at the employee's regular rate of pay. Floating holidays must be taken in the assigned calendar year. Floating holidays may not be carried over to another year. Unused floating holidays are forfeited when the employee terminates either voluntary or involuntary.

The number of floating holidays for a new hire's first year of employment will be pro-rated depending on his/her month of hire as follows:

<u>Month of Hire</u>	<u># of Floating Holidays</u>
January through April	3
May through June	2
July through September	1
October through December	0

**Holiday pay is based on the number of hours the employee is regularly scheduled to work at straight time.** For example, if you are regularly scheduled to work six (6) hours, your holiday pay equals six (6) hours.

*Any hourly employee, who is not scheduled to work on the recognized holiday, will receive either a future day off with regular pay in the thirty (30) days following the holiday, **OR** holiday pay based on the number of hours they are regularly scheduled to work at the discretion of the Component Manager. **All employees will receive holiday pay based on the number of hours they are regularly scheduled to work.***

In order to be eligible for holiday pay, you must work the last regularly scheduled workday before the holiday and the first regularly scheduled workday following the holiday, unless the absence is previously approved by your Component Manager.

Any hourly employee who works the recognized holiday (New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day) will be paid for hours worked plus holiday pay (see above). Scheduled hourly employees, who fail to report to work on a recognized holiday, will not receive any pay for that holiday.

## 12.2 Vacation

Regular full-time employees scheduled to work 30 hours or more per week are eligible for vacation benefits. Vacation accrual is based on years of service. Because the number of days worked per week may vary by employee, vacation is calculated in hours. The chart below summarizes the hours earned monthly and yearly, and the maximum hours you may carry at any point in time.

Service Completed	Hours Accrued Per Month	Hours Accrued Per Year	⌈
0-12 months	*	*	
1-2 years	3.33	40	
3-7 years	6.67	80	
8 years or more	10	120	

\*During your first year of employment you accrue vacation time at a rate of 3.33 hours per month. This vacation time, which is equal to 40 hours, becomes eligible for use after completing 12 months of service.

Vacation hours will be paid at the employee's hourly rate at the time the vacation is taken. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, as applicable, rather than vacation pay.

No employee may carry more vacation hours than designated by the "Maximum Hours Allowed" in the chart above.

All vacations must be requested in advance so it can be scheduled and approved by your Component Manager. Under normal circumstances, vacation requests will be handled on a first-come, first-serve basis. When possible, employees should request vacation two weeks in advance. When an employee leaves the company, unused accrued vacation will be paid according to state and/or federal law. The vacation payout will not exceed the "Maximum Hours Allowed" per the chart above.

## 12.3 Leaves of Absence

Aramark recognizes that certain circumstances may require absence from work for medical, family or civic reasons. A Leave of Absence is required in cases where an absence will exceed, except vacation, 12 or more days of scheduled work. The maximum leave of absence period is one year (including time away from work taken under Family and Medical Leave).

There are two primary categories of leave: protected leave (i.e., covered under the Family and Medical Leave Act) and unprotected leave (e.g., personal reasons or educational pursuits).

As a result, Aramark, at its discretion and in accordance with applicable laws, may grant leaves of absence as defined below.

During a leave of absence, no employee may engage in gainful employment of any type. Employees who violate this provision will be deemed to have voluntarily terminated their employment effective at the time that Aramark becomes aware of the violation. In most circumstances, employees do not continue to accrue vacation time while on a leave of absence.

## 12.4 Return to Work

An employee granted any type of leave of absence must return to work on the first work day following the expiration of his or her leave. It is the employee's responsibility to inform management of any changes in his/her return to work date. Failure to communicate to your manager any changes in your leave of absence return date may result in the evaluation of your employment status with Aramark.

**If an employee fails to return to work on the first day following expiration of the leave, and a request for an extension has not been made to his/her Component Manager in writing or in person before the expiration date, the employee will be deemed to have voluntarily resigned his/ her employment effective on the first day following the expiration of the leave.**

Below is a summary of Aramark's leave of absence policies. If you have more detailed questions or are considering a leave of absence, you should contact your Manager or Regional Human Resources professional.

## 12.5 Family and Medical Leave Act (FMLA)

An employee with at least 12 months of company service, who has worked 1,250 hours or more for Aramark in the past 12 months, may request protected unpaid leave under our Family and Medical Leave Policy. Requests for FMLA leave may be made for the following reasons:



- The birth of a child, or the placement of a child with you for adoption or foster care;
- A serious health condition that makes you unable to perform the essential functions of your job;
- A serious health condition affecting your spouse, parent or child for whom you are needed to provide care;
- A qualifying exigency arising out of the fact that your spouse, child, or parent is on active duty or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation; or
- To care for a covered service member in the armed forces who incurred a serious injury or illness in the line of duty, if you are the covered service member's spouse, child, parent, or next of kin.

All but the last reason entitle an employee to 12 weeks of FMLA leave in a 12-month period. Employees are entitled to 26 weeks of FMLA leave in a 12-month period to care for an ill or injured service member.

In order to qualify for FMLA leave, employees must provide verbal or written notice sufficient to make his/her manager or the appropriate Human Resources professional aware of the need for a qualifying leave and the anticipated timing and duration of the leave.

Some state and local laws provide family and medical leave protections greater than that afforded by federal law. Aramark will comply with any applicable state and local laws regarding leave.

Aramark's Family and Medical Leave Policy covers the details of FMLA-protected leave in much greater detail. To obtain a complete copy of Aramark's Family and Medical Leave Policy, please contact your Component Manager.

## 12.6 Personal Leave of Absence

This is an unprotected, unpaid leave. Employees who have completed one year of continuous service and who are scheduled to work at least 30 hours per week may request an unpaid leave of absence if they are unable to work due to personal reasons, including family obligations and education, and only if they do not qualify for FMLA leave. Rights and job protection do not apply to personal leaves. Personal leaves are normally limited to a period of 30 days, upon written application from the employee and with prior management approval. Such leaves may be extended for additional 30-day periods, upon management approval, up to a maximum of six (6) months.

The employee may continue personal and dependent medical coverage for themselves and any covered dependents during a personal leave. Contact your Human Resources Professional to get more information.

If a personal leave is approved, vacation time must be used first as part or all of that 30-day leave. Vacation time may not extend the leave beyond the 30-day period.

## 12.7 Military Leave

Employees are asked to give the Component Manager as much advance notice as possible if called for reserve training or military duty. Aramark will pay the difference between the employee's net military pay (base pay plus all allowances) and their Aramark base salary. This will only apply if the employee's military compensation is less than the salary earned at Aramark. The employee may elect to use any accrued PTO or vacation. If the employee chooses to do this, then the differential in pay would not start until after the employee has exhausted their PTO and vacation.



A statement of your reserve earnings must be given to your Component Manager so that your pay may be calculated.

Aramark will comply with the Uniformed Services Employment and Reemployment Rights Act and related state laws in all respects.

## 12.8 Bereavement Leave

Bereavement leave is intended to allow employees time off, with pay, to attend the wake and/or funeral of an immediate family member. Unless otherwise defined by state law, the immediate family includes: parent, sibling, spouse, mother-in-law, father-in-law, child, grandparent, grandchild, legal guardian, domestic partner. Employees will receive up to three (3) days of paid time to attend the funeral of an immediate family member. Employees will receive pay equal to their regular pay (excluding overtime or other premium payments) for the days of their authorized absence.

When an employee receives notification of the death of an immediate family member, it is the responsibility of the employee to notify their Component Manager immediately. Such notice should contain the relationship of the deceased to the employee, the date, time and location of the funeral to be attended, the date and time the employee expects to return to work. Employees may be asked to furnish proof of their relationship to the deceased and/or a letter noting the employee's attendance at the related services.

You may be eligible for bereavement leave. Please speak to your Human Resources Director for more information.

## 12.9 Jury Duty

Aramark grants time off for jury duty. Employees must notify their Component Manager as soon as they are called for jury duty so that arrangements may be made to cover work assignments. Unless otherwise required by state law, an employee will receive the difference between jury duty earnings and regular pay (excluding overtime or other premium payments) for those days that the employee is required to provide jury duty. A copy of the jury duty summons and jury duty check stubs must be provided to your Component Manager immediately after returning from jury duty so your pay may be calculated. Please speak to your Human Resources Director for more information.

## 13.0 Open Door Policy

Aramark maintains an "Open Door Policy" relating to all aspects and areas of our operations. As an employee of this organization, you are encouraged to bring your concerns or complaints to a member of management. All members of management are readily available to discuss your concerns and determine an acceptable solution.

### **All actions regarding concerns and/or complaints will be fairly and promptly implemented.**

An open, informal talk with your Component Manager is usually the easiest and most effective method of solving problems. If you have exhausted all levels of Aramark management within your location and are still dissatisfied with the result, you may request a meeting with your District Manager or a member of the Human Resources Department at 1-800-999-8989. If that is not appropriate, you may call the Aramark Employee Hotline (24/7) at 1-877-224-0411. All efforts will be made at this point to reach a mutually agreeable solution.

If the concerns are related to Aramark's Business Conduct Policy, contact the Aramark Employee Hotline at 1-877-224-0411.

Aramark will attempt to handle complaints and investigations on a confidential basis. However, employees must recognize that certain disclosures may be necessary to conduct a complete and meaningful investigation and to achieve an appropriate resolution. Moreover, each employee must cooperate fully in connection with an investigation even where the employee is not the complainant.

Once an employee has filed a complaint with their Component Manager, District Manager or the Human Resources professional, retaliation by management or employees will not be tolerated.

## 13.1 COMMUNICATION

At Aramark, we believe that communication is a two way street. We encourage our Component Managers to communicate with their employees and we also encourage our employees to communicate with their Component Manager. We are convinced that a well-informed employee is a better employee.

Your ideas and suggestions are welcome at any time. Many times the person performing the job is in the best position to recognize better ways of doing it. Part of your Component Manager's job is directing work activities and making sure that the job is performed efficiently and according to the high standards set by Aramark. Work with your Component Manager, and if you see a better way of performing a task, discuss it with him or her. Honest and open communication is essential if you are to develop a good working relationship with your Component Manager.

## 14.0 Employee Hotline Program

The Hotline was designed as a tool to encourage Aramark employees to report conduct that they believe violates Aramark's Business Conduct Policy, its anti-harassment and anti-discrimination policies, or any other company policies. Employees are also encouraged to call if they see actions that are in violation of workplace safety rules or if they have concerns about any other workplace issues.

To report any such incidents, employees can call a toll-free number 1-877-224-0411, and may remain anonymous if they wish. All "Hotline" calls will be received by the Call Center of The Network (an independent third party Hotline Administrator). This Call Center is open 7 days a week, 24 hours a day and has immediate resources for translators for many languages.

## 15.0 Performance Evaluations

From time to time, your manager will review your performance with you. This performance evaluation allows you and your Component Manager an opportunity to discuss your strengths and developmental needs and possible ways for improvement.

Performance evaluations are used as the basis for merit increases but do not automatically result in a pay raise. A pay raise may be prorated based on either an employee's start date in the position or date of last increase.

# 16.0 General Policies

## 16.1 Violence in the Workplace

Aramark is committed to maintaining a safe, non-threatening, and productive work environment for all employees. Violence, threats of violence, intimidation, or other disruptive conduct toward an Aramark employee or persons associated with Aramark business operations, or against Aramark property or property associated with Aramark business operations will not be tolerated.

At any time, employees who believe that they have been a victim of violence, threat of violence, intimidation, or disruptive conduct, may contact the Employee Hotline at 1-877-224-0411.

Some examples of prohibited actions include, but are not limited to:

- **Disruptive Conduct:** any behavior or action that creates an intimidating, hostile or offensive work environment, unreasonably interferes with an individual's work performance, or otherwise interferes with or prevents regular work functions or activities.
- **Intimidation:** an act towards another person that coerces or bullies, and which could reasonably cause the other person to fear for his or her safety or the safety of others.
- **Threats of Violence:** a communicated intent to inflict physical or other harm on any person or on property. Threats of violence can also include actions short of actual physical contact or injury, verbal, written or implicit threats, or menacing or other aggressive behavior.
- **Violence:** the use or attempted use of physical force against or harm to another person or property; any physical assault with or without a weapon, or behavior that a reasonable person would interpret as being violent.



**Violation of any of these rules may be grounds for disciplinary action, up to and including termination.**

## **16.2 Personal Hygiene and Grooming**

A well-groomed employee in a clean uniform immediately creates a favorable impression of the services we perform. Our clients, customers and the local health board rightly expect us to maintain strict standards of cleanliness. The following describes our **minimum** standards of appearance and personal hygiene.

- **Bathe or shower daily; use an effective deodorant.**
- **Brush teeth frequently.**
- **Keep your hands away from your face and hair while on duty.**
- **Wash your hands before leaving the restroom.**
- **Wash your hands with antiseptic soap immediately before handling or serving food.**
- **Cover cuts, rashes and minor skin irritations.**
- **Do not chew gum or use toothpicks while on duty.**
- **Spitting is forbidden. It is not permitted in any area of a food service operation.**
- **Jewelry should be kept to a minimum. Management has discretion to ask you to remove excessive jewelry.**
- **Approved hair restraints are to be worn at all times. No loose hair.**
- **Nails must be short and neatly trimmed.**
- **Beards and mustaches are allowed; however, they must be trimmed, neat and clean. Beard nets may be required in food prep and service areas.**

**Violation of any of these rules may be grounds for disciplinary action, up to and including termination.**

## **16.3 Uniform Policy**

It is very important that all employees present a professional appearance to our clients. An attractive uniform that is neat and clean is an important part of presenting an appropriate image in the workplace. The following policy reflects fair and consistent treatment for all employees.

- **Upon receiving their uniforms, employees shall sign the "Uniform Record", keeping one copy for themselves. The other copy will be kept in their personnel file.**
- **All employees are responsible for cleaning and maintaining their uniforms, unless state law or a collective bargaining agreement provides otherwise.**
- **Employees are responsible for uniforms that are lost, stolen, or damaged due to neglect, unless provided otherwise by state law.**
- **Replacement uniforms will be issued as needed.**
- **Sweaters, sweatshirts and jeans are not a part of the uniform.**
- **Safety regulations require that you wear any safety footwear provided by the Company at all times.**

**Violation of this policy may be grounds for disciplinary action, up to and including termination.**

## **16.4 Telephone Use**

Aramark's regular telephone lines are maintained and operated for Company business and are not for personal calls, except in cases of emergency. Employees who need to make personal phone calls should use a public telephone or their cell phone during their scheduled break(s). Cell phones, in most institutions, are considered contraband and are NOT to be brought into the facility. If a facility allows a cell phone on the premises, it should be kept in a locker or locked office away from inmate access.

## **16.5 Employee Parking**

Employees must park vehicles in designated areas where available. Do not park your car in the loading dock area, the carports, along curbs marked "no parking" or areas marked with yellow lines. The blocking of driveways, fire exits, garbage bins, etc. is strictly prohibited and cars may be towed at the owner's expense. Aramark will not pay parking tickets or reimburse you for parking fines.

## **16.6 Personnel Records**

It is important to both you and Aramark that your personnel records be correct and up-to-date. It is your responsibility to notify your Component Manager, in writing, of a life status change that may impact your payroll and/or benefits selections. You should also notify your Component Manager immediately if your address, emergency contact, or other personal details change.

## **16.7 Solicitation and Distribution of Literature**

In order to avoid interference with work, Aramark has adopted the following procedure with respect to the solicitation and distribution of literature. There shall be no solicitation or distribution of written material of any kind by employees, except when both the person doing the soliciting or distribution and the person reviewing the soliciting and distribution are on break or at lunch, and when both individuals are consenting. This includes, but is not limited to, distributing fund raising brochures or engagement in gainful employment of any type.

# **17.0 Benefits**

## **17.1 Insurance Programs**

Aramark employees working 30 or more hours per week and 30 or more weeks per year are eligible to enroll in a variety of insurance benefits that are designed to provide protection for you and your family. Health insurance eligibility begins the first of the month following one full calendar month of employment. For example, if you are hired July 15, you become benefits eligible on September 1.

Upon enrollment, you will receive insurance booklets and certificates of coverage at your home address which provide additional details regarding any of the plans you select. Both the employee and Aramark share in the cost of the premiums. See your Component Manager for more detailed information.

Each employee should read the official plan documents for all relevant terms, conditions, rights and benefits. The official plan documents are solely determinative of your rights and responsibilities, and nothing Aramark or any Aramark employee says or does can alter those terms, conditions, rights or benefits. If you have questions about your benefits, please call 1-800-729-5432, option #4.

Aramark reserves the right to amend or terminate, in whole or in part, any of its benefit plans or programs.

**Please note, most non-bargaining unit member employees are eligible to participate in Aramark's benefits. If you are a member of a bargaining unit, you may need to consult with your local union representative regarding any benefit plans which may be available to you.**

## **17.2 COBRA**

Federal laws permit an eligible employee to elect to continue medical and dental insurance coverage upon separation from the Company, unless he/she has been terminated for gross misconduct. Similarly, these same laws allow an eligible employee's spouse or dependents to elect to continue insurance coverage in the event of death, divorce, separation, or other similar change of life status.

Employees are reminded to notify their Component Manager of any changes in status affecting one's spouse or dependents so that the Company may notify these persons of available insurance plans. For more information including premium cost, contact Aramark Benefits Services at 1-800-729-5432, option #4.

## **17.3 Retirement Program**

The Hourly 401(K) is an excellent way for you to save towards your retirement on a pre-tax basis and to reduce your taxable income at the same time. It can be done through automatic payroll deductions. Hourly employees who complete a year of service with the Company are eligible to participate.

**Note:** Hourly 401(k) Plan eligibility for employees whose benefits are the subject of collective bargaining will continue to be determined by contract.

Hourly 401(K) highlights:

- You can contribute from 1-25% of your pay on a before-tax basis. This means your contributions are deducted from your pay before Federal taxes are withheld, so less tax is taken from your pay.
- When you enroll in the Hourly 401(k) Plan, you must elect where you want to invest your own contributions based on your personal investment goals. The investment options offer you a broad range of risk/reward opportunities.
- When you first become eligible to participate in the Aramark Retirement Plan, you will receive information in the mail from Fidelity Investments about the plan features and how to enroll. To find out if you are currently eligible, log on to [www.401k.com](http://www.401k.com) or call the Fidelity Service Center at (877) 236-9472.

If you are interested in enrolling for the Hourly 401(K) or have any additional questions regarding this benefit, please contact the Aramark Benefit Services Department directly at 1-800-729-5432, option#4.

## **17.4 U.S. Savings Bonds**

An employee may elect to have a specific amount deducted each pay to be applied toward the purchase of United States Savings Bonds. A United States Savings Bond Deduction Authorization form is used to begin, discontinue, or change Savings Bond deductions for an employee.

- A Savings Bond is issued at the end of each month in which an employee accumulates enough money to purchase a bond. The bonds are dated the month in which the accumulated balance totals a bond purchase; interest is counted from that date.
- When an employee who participates in the program is terminated, a form must be marked "DISCONTINUE" and mailed to Payment Services. This is to ensure that any outstanding balance is returned to the employee.
- A maximum of three separate Savings Bond deductions may be in effect at any given time. To purchase more than one deduction, a separate co-owner, or beneficiary, must be indicated for each additional deduction.

Enrollment forms, which authorize these deductions, are available through your Component Manager.

## 17.5 Workers Compensation

Employees who have an accident or injury while on the job must notify their supervisors immediately. Failure to do so may result in disciplinary action up to and including termination. Evaluation, first aid, and medical attention are available at the nearest medical facility. In the event of critical injuries or accidents, transportation will be arranged.

Within 24 hours of an accident/injury, the employee and their Supervisor must complete an "Accident Report". This report and future bills related to the workers compensation incident should be transmitted to the Component Manager. Failure to complete an "Accident Report" within the specified 24 hour time frame may lead to disciplinary action up to and including termination of employment.

## 17.6 Employee Assistance Program (EAP)

Confidential help is available for you and your family members, 24 hours a day, 7 days a week, 365 days a year. Coverage is automatic and begins on your first day of employment. Most EAP services are fully company-paid. For more information, call CIGNA Behavioral Health at **1-888-636-6717** or visit their website at [www.cignabehavioral.com](http://www.cignabehavioral.com).

EAP Services include:

- Counseling for mental health issues, or drug or alcohol abuse counseling (first 5 visits free)
- Child care and elder care provider information
- Information on prenatal care and adoption assistance
- Referrals for financial counseling
- Legal assistance (free 30-minute consultation)
- Information on college financial aid and scholarships
- Identity theft support

## 18.0 Length of Service

Length of service is the accumulated time worked plus certain qualifying non-working time, as specified below:

- **Approved vacation and holiday time;**
- **An approved leave of absence, provided the employee returns to work on or before expiration of the approved leave, in accordance with the terms and conditions of the applicable leave of absence policy; and**
- **Other non-working time recognized and approved by the Company such as jury duty, bereavement time, etc.**

## 18.1 Company Service Recognition

Aramark's Service Award Program is designed to recognize the continuous service of our employees. Aramark realizes the value your continuous service brings to the organization and wishes to honor our most dedicated employees. "Company service" shall begin on the date of hire and also includes any period of time when an employee is on an authorized leave and vacation. Aramark formally recognizes full-time employees for five, ten, fifteen, twenty, twenty-five and thirty consecutive years of service. On these anniversary dates you will be given a choice of awards from a catalog which is sent to your home.

## 19.0 Safety and Loss Prevention

### 19.1 Security

It is imperative for every employee of Aramark to understand the unique nature of our responsibility in the area of security.

**A condition of employment for all Aramark Correctional Services employees is to obtain and maintain a valid security clearance from the client. In order to obtain a valid security clearance from a client, you may be subject to criminal background checks. By submitting an employment application to Aramark, and continuing to work with Aramark, you are deemed to have consented to such checks.**

If you violate the security policies or procedures of a correctional facility, you may be in violation of state, local or federal law. As a result, you may be subject to arrest and prosecution.

Be aware that you are working around inmates. In this environment, be certain that you never use force on any inmate, that you do not swear or use vulgar or profane language around inmates or other workers, and that you avoid any and all forms of fraternization with inmates.

**If your security clearance is suspended, revoked, or otherwise terminated, you are unable to perform your duties and as a result, you will be terminated. An employee terminated for a security clearance violation is not eligible to be transferred to another component.**

### 19.2 Safety Rules

Because we value you and your safety we ask that you share the responsibility for a safe work environment. Work safely, stay alert, practice good housekeeping, remove potential hazards and follow all established safety regulations. If you should have an accident or injury while working, no matter how small, you **must** report it to your Component Manager immediately. Failure to do so may result in disciplinary action, up to and including termination. Safety is considered an integral and vital part of the successful performance of your job. It is every employee's responsibility to know and understand these general safety rules of our operation. Aramark is dedicated to ensuring the safety of all employees — you are our most valuable asset.

#### **IMPORTANT SAFETY REMINDERS**

- **Learn the right way to do your job. If you are not sure you thoroughly understand the job, ask your Component Manager for further instruction. Never use any machine until you are trained in its use.**
- **Remove greasy substances from your hands. Establish a good grip.**
- **Practice safe lifting techniques.**

- **When lifting from the floor, keep your arms and back as straight as possible, bend your knees and then lift with your leg muscles.**
- **When lifting from an elevation, such as a table or shelf, bring the object as close to your body as possible. Hug it to you. Keep your back straight and lift with your legs.**
- **Be sure you have good footing, and then lift with a smooth even motion. Do not jerk your body while lifting a load.**
- **When the weight is too heavy or bulky for you to lift comfortably, get help. Remember that using your head saves your back.**
- **When storing materials on shelves, always place the heavier, bulkier material on the lower levels. Use a stepladder or step stool to obtain materials from storage. Never climb on boxes or storage racks.**
- **If you spill it, wipe it up. If you drop it, pick it up. If you open it, close it.**
- **When drawing hot water or coffee from an urn, turn the spigot slowly to avoid splashing.**
- **Use only dry cloths, towels, or potholders when handling hot pans and/or utensils.**
- **Remove hot container covers slowly while tilting them away from you so that steam may escape without scalding hands or face.**
- **While transporting heavy, hot containers get adequate assistance. Be sure the work area is clear of fellow workers and know where the container may be safely placed before lifting.**
- **Do not engage in horseplay. Do not run. Avoid distracting other employees.**
- **Use a broom and dustpan to sweep up pieces of glass – never pick up broken glass by hand.**

**Violation of any of these safety rules may be grounds for disciplinary action, up to and including termination.**

### **19.3 Emergencies**

Since time is of the essence during an emergency, you should prepare yourself in advance by familiarizing yourself with your area's recommended evacuation routes and the area in which to meet your supervisor outside the building for a headcount. If you are away from your normal working area during an emergency, there are maps posted throughout the component which note the most appropriate exit routes from each area. If you have any questions regarding your safety at work, please ask your Component Manager.

### **19.4 Workplace Searches**

Aramark respects each individual and we do not want to interfere with your private life or activities. In order to maintain safety and efficiency of business operations, and to comply with applicable security policies or procedures, we reserve the right to gain access to or limit employee use of Company or client property or records and to monitor work activities as needed. This includes use of Company or client property such as vehicles, desks, lockers, toolboxes, cabinets, telephones, computers or other similar items. The Company reserves the right to question employees and all other persons entering and leaving the client's premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the client's property. In addition, the Company reserves the right to search any employee's office, desk, files, locker, or any other area or article on the client's premises. In this regard, it should be noted that all offices, desks, files, lockers, etc., are the property of the Company or the client, and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of the Company or the client.

Employees working in, entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of stolen property, alcohol, illegal drugs, or other contraband, or who are found to be in violation of Aramark's Drug-Free Workplace or Security policies, will be subject to disciplinary action up to and including termination, as well as any applicable federal, state, and local laws.

### **19.5 Hazard Communication**

Aramark has established a hazard communication program for your safety. This program complies with OSHA requirements to provide information to employees about chemical hazards in the workplace. Our hazard communication program includes a safety orientation, information about safe working procedures and a reference file of Material Safety Data Sheets. Speak with your Component Manager if you have any questions.

## Final Word / Future Amendments

This handbook presents an overview of some of Aramark Correctional Services' policies, procedures and work standards. These policies, procedures and work standards have been established to assist you in understanding your job responsibilities and to facilitate your orientation to Aramark and to Correctional Services.

If you have any questions after reading through the handbook, please see your Component Manager.

**My Component Manager's Name is:** \_\_\_\_\_

**My Facility Phone Number is:** \_\_\_\_\_

**My District Manager's Name is:** \_\_\_\_\_

**My District Manager's Phone Number is:** \_\_\_\_\_

**My Human Resources Manager/Director is:** \_\_\_\_\_

**My HR Manager/Director's Phone Number is:** \_\_\_\_\_

**Aramark Payroll and Benefits Number is:** **1-800-729-5432**

This handbook is not intended to create contractual employment rights. In addition, changes may be made to Aramark's policies, procedures and work standards including those set forth herein, at any time.



## Acknowledgement of Receipt

I have read and understand the work standards and policies described in this employee handbook. I understand that this handbook describes guidelines for my conduct as an Aramark employee, and that those guidelines are subject to change, with or without notice, at any time.

In signing this acknowledgement, I am verifying that I understand that no contractual rights have been granted to me in this Handbook or otherwise by Aramark.

I understand that obtaining and maintaining a security clearance is a condition of my employment with Aramark Correctional Services, LLC.

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EMPLOYEE NAME (PLEASE PRINT)

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EMPLOYEE SIGNATURE

DATE

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COMPONENT MANAGER SIGNATURE

DATE

**This handbook supersedes all previously distributed handbooks.**

**EFFECTIVE August 2010**