



EMPLOYEE HANDBOOK

Revised January 2018

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I. INTRODUCTION

Purpose of the Handbook

This employee handbook was developed to provide you with information about our restaurant's history, philosophy, employment practices and policies, the conduct expected from you, and the benefits provided to you as a valued employee. This information is focused upon creating a safe, positive, and productive work environment for our employees which will deliver a superior dining experience for all of our guests.

No employee handbook can answer every question, nor would we want to restrict the normal question and answer interchange between employees and management. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

It is your responsibility to be aware of our policies and procedures, so please read this handbook carefully. We want you to have a clear understanding about the way Galatoire's operates, so do not hesitate to ask questions.

This handbook is **not** a contract. The policies in this handbook are to be considered as guidelines. The restaurant's policies, benefits and rules, as explained in this handbook, may be changed from time to time at the sole discretion of the restaurant as business, employment legislation, and economic conditions dictate.

Employment At-Will

Nothing in this handbook should be construed to alter the at-will nature of the employment relationship between Galatoire's and its employees. Both the restaurant and the employee have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. The at-will nature of your employment can only be changed by a written contract signed by the Chief Executive Officer.

Our Philosophy & Expectations of You

What we expect from you: Basically a day's work for a day's pay. We want your dedication to excellent service, quality food, and a full commitment to cooperate as a team with your fellow employees. We respect you and we encourage constant communication between you and management. We encourage you to talk with your supervisor or manager and ask questions if you are not sure about something.

This handbook sets forth the basic standards and guidelines by which we work. Any deviation from these requirements could result in a dissatisfied guest or unhappy co-worker, either of which is not acceptable to Galatoire's. It is each employee's responsibility to read the entire handbook to ensure a complete and thorough understanding of its contents. You are encouraged to ask your supervisor or manager questions, as needed, to clarify any information in the handbook or any aspect of your job at the restaurant.

II. HISTORY / FAMILY TREE

Our History

New Orleans families responded enthusiastically when, in 1905, Jean Galatoire purchased Victoria's Restaurant, located at 209 Bourbon Street in a town home constructed in 1830, and renamed the restaurant "Galatoire's." The familial dining experience Jean offered was inspired by the dining style of his homeland, Pardies, a small village near Pau, France, an elegant, picturesque city in the foothills of the Pyrenees Mountains.

Jean was an energetic man who had an instinct for fine foods and pleasurable dining. After departing from Pardies in 1874, he and his wife, Gabrielle Marchal Galatoire, first settled in Birmingham, Alabama, then in Chicago, and, finally arrived in New Orleans in 1900. Shortly after arriving in New Orleans, Jean opened a bar near the Louisville & Nashville (L&N) train station at the foot of Canal Street.

Jean drew on the recipes and traditions of his native culture to create the menu and ambience at Galatoire's. Most of these dishes are still served today and the atmosphere is also very much the same.

Shortly after Jean established Galatoire's, his three nephews, Justin, Leon and Gabriel Galatoire, also emigrated from France and joined him in the restaurant business. They purchased Galatoire's from him in 1919 when he retired. In time, three of Justin and Leon's children, Yvonne Galatoire Wynne, Gabriel "Gabie" Galatoire and Rene Galatoire, joined the family business.

Today, Galatoire's Restaurant is overseen by Chief Executive Officer Melvin Rodrigue. Melvin works in close conjunction with David Gooch (grandson of Leon).

The entire restaurant underwent an extensive physical renovation and restoration at the end of 1999. Galatoire's now accepts reservations for the newly restored second floor dining rooms. In keeping with Galatoire's historic traditions, reservations are not accepted for the first floor dining room and customers are still seated on a first-come first-served basis.

For over a century, the tradition for classic fare done simply and without showmanship has been a cornerstone of Galatoire's reputation. Unlike many modern restaurants, Galatoire's cuisine is not the handiwork of a singular superstar chef but rather of a family that has steadfastly and carefully safeguarded its traditions of quality in their tangible culinary product as well as the restaurant's intangible image and ambience.

Consistently providing this exquisite experience is itself an art form that only Galatoire's can maintain. Gourmet Magazine stated it best in October 1996:

"More than a place to satisfy one's hunger, Galatoire's is a place where time and the outside world pleasantly fade from consciousness. It's what every restaurant ought to be."

Galatoire's is the proud recipient of numerous awards and distinctions including the DiRoNa Award for general restaurant excellence (2000-present). The Nation's Restaurant News elected

Galatoire's to its Hall of Fame in 1981 – this honor has been bestowed upon very few restaurants in the United States. In 1987, Galatoire's earned the Ivy Award of Distinction from Restaurants & Institutions Magazine. In 1990, 1991, and 1992, the Conde Nast Traveler elected Galatoire's to one of 50 Distinguished Restaurants. In 2001, Gourmet Magazine placed Galatoire's at Number 24 of the United States' Most Outstanding restaurants.

In 2003, Galatoire's was nominated for a James Beard Foundation award and, in May 2005, the James Beard Foundation presented Galatoire's with the San Pelegrino Outstanding Restaurant Award, which recognizes the "restaurant in the U.S. that serves as the standard-bearer for consistence of quality and excellence in food, atmosphere and service."

Family Tree

JEAN GALATOIRE* PURCHASED GALATOIRE'S IN 1905. HIS NEPHEWS WHOSE NAMES AND FAMILIES ARE LISTED BELOW PURCHASED GALATOIRE'S FROM THEIR UNCLE IN 1919.

-JUSTIN GALATOIRE*
(CLARISSE)*

-LEON GALATOIRE*
(CLARISSE)*

-GABRIELLE GALATOIRE*

-LAURENCE ANSEL*
(CHRIS SR.)*

-CHRIS ANSEL, JR
(SONJA)
-JUSTIN ANSEL
(SALLY)
-CLARISSE KRAUSS
(DENNIS)

-YVONNE WYNNE*
(DOUGLAS)*

-LEONA FREY*
(ALFRED)*

-FRED FREY
(ELAINE)
-CAROLYN RODMAN
(DON)
-JUSTIN FREY
(JEAN)

-DENISE SCHOEN*
(PHILIP)*

-DENISE ANNE SCHOEN
-MARY ELLEN SCHOEN
-PHIL SCHOEN
(DENISE)
-SALLY BREITHOFF
(BILL)

-CLARISSE GOOCH
(JOHN)*

-NANCY WOGAN
(ANDRE)
-JACK GOOCH
(JULIANE)
-AL GOOCH
-DAVID GOOCH
(ANNE)
-BRENDA BETHEA
(MORRISON)

-LEON GALATOIRE*
(MARY)*

-GABE GALATOIRE*
(LONNIE)

-MICHELE GALATOIRE
-LEON GALATOIRE

-RENE GALATOIRE*
(ROSEMARY)*

-DUANE ATTAWAY
(RICK)
-SIMONE NUGENT
(JIMMY)

*DECEASED

III. GENERAL INFORMATION

Who's Who

The list of managers and supervisors below is current as of this revision of the Handbook.

Managers:

Melvin Rodrigue –
President & CEO
Billy Clark – General Manager (New Orleans)
Benjamin Phillips – General Manager (Baton Rouge)
Bruce Pennington – Assistant General Manager
Alfred LaNasa – Manager
Adrienne Brady – Manager
David Gooch – Manager
Joseph Plavetsky – Maitre d'
Rene Sudduth – Wine & Spirits Director

Chef:

Michael Sichel- Executive Chef (New Orleans)

Sous Chefs:

Murray Thomas – Executive Sous
Greg Kelly- Executive Sous
Jeff Boullion (33 Bar and Steak)

Banquet Sales:

Lisa Larsen- Banquet Sales Director
Kelsey Reiss- Banquet Sales Manager (New Orleans)
Haley Robert – Banquet Sales Manager (Baton Rouge)

**Office Manager/Payroll Administrator:
Office Manager/Human Resources:**

Zaida Vargas
Christi Broussard

Important Facts about Galatoire's

Address:

209 Bourbon St.
New Orleans, LA 70130

Telephone:

525-2021

Office:

568-1446

Hours of Operation: Tuesday through Saturday 11:30 AM-10:00 PM. Bar opens at 11:00 AM.
Sunday Noon - 10:00 PM. Bar opens at 11:30 AM.

Holidays: Mardi Gras Weekend (Sat.-Tues.), Week of Fourth of July, Thanksgiving, Christmas Day.

Reservations: Reservations from 1 to 1/20 on 2nd floor. We can also accommodate parties on Monday with advance notice. The entire first floor dining room is dedicated to walk-in business on a first-come, first-served basis.

Dress Code: Jackets are required for gentlemen after 5 PM and all day Sunday. No collarless shirts or shorts allowed. Note: This dress code is also to be observed by employees coming into the restaurant on their day off.

Credit Cards: Visa, Master Card, American Express, Discover, and Diners.

Customer Parking: (We DO NOT Validate parking)

- Westminster Garage behind Mr. B's.
- D.H. Holmes Parking across Iberville from the Chateau Bourbon

Important Facts about Galatoire's 33 Bar & Steak

Address: 215 Bourbon St.
New Orleans, LA 70130

Telephone: 504-335-3932

Hours of Operation: **Dining Room-** Sun. through Thurs. 5 PM till 10:00 PM. Open till 11PM Friday and Saturday
Lunch on Friday 11:30 AM till 3PM

Bar opens:

11:00 AM Tues.-Sat.

11:30 AM on Sunday

5PM on Monday

Sunday 33 Bar

opens at 11:30 AM.

Holidays:

Mardi Gras Day

Week of Fourth of July,

Christmas Day

Reservations:

Reservations are accepted from 1 to 120 on 2nd floor. We can also accommodate parties on Monday with advance notice. The entire first floor dining room is dedicated to walk-in business on a first-come, first-served basis. We

Dress Code:

Business casual - Collard shirts and long pants are required for the dining room, Shorts are allowed in Bar 33.

Credit Cards:

Visa, Master Card, American Express, Discover, and Diners.

Customer Parking: (We DO NOT Validate parking)

- Westminster Garage behind Mr. B's.
- D.H. Holmes Parking across Iberville from the Chateau Bourbon

Important Facts about Galatoire's Bistro Baton Rouge

Address:

3535 Perkins Road,
Suite 400
Baton Rouge, LA 70808

Telephone:

225-753-4865

Hours of Operation:

Dinner: Tuesday, Wednesday, Thursday and Sunday 5:30 p.m.– 9 p.m.
Friday and Saturday: 5:30 p.m. – 10 p.m.

Lunch: Tuesday – Friday 11:30 a.m. – 2:30 p.m.

Bar: : Tuesday, Wednesday, Thursday and Sunday 5:30 p.m.– 9 p.m.
Friday and Saturday: 5:30 p.m. – 10 p.m.

Brunch: Saturday and Sunday: 11:30 a.m. – 2:30 p.m.

Holidays:

Week of Fourth of July, Christmas Day

Reservations:

Reservations from 1 to 120 in the dining room. We can also accommodate parties on Monday with advance notice. Walk ins welcome.

Dress Code:

Business casual

Credit Cards:

Visa, Master Card, American Express, Discover, and Diners.

Customer Parking:

Self Parking

IV. BASIC PERSONNEL POLICIES

Equal Opportunity Employer

Galatoire’s Restaurants are an Equal Opportunity Employer. The employment philosophy of Galatoire’s stresses the need to employ and promote the best qualified person to do a particular job. Galatoire’s makes employment decisions on the basis of merit, qualifications, experience, and abilities, without regard to race, color, sex, religion, national origin, age, veteran’s status, disability or any other legally protected characteristic. This equal employment policy applies to decisions concerning hiring, placement, promotion, transfer or demotion, recruiting, selection for training, discipline, layoff, termination and use of employee facilities. Employees who violate this policy and engage in prohibited discrimination will be disciplined, up to and including termination. If an employee of this restaurant has a suggestion, problem, or complaint with regard to equal employment, he/she should follow the process in the “Complaint Procedure” section of this handbook.

Reasonable Accommodations

Galatoire's will comply with applicable laws requiring reasonable accommodations to employees, including disabled and pregnant employees. When an employee requests a reasonable accommodation, we will explore with the employee the possible means of providing the reasonable accommodation. Galatoire's may require the employee to provide a certification in connection with a request for reasonable accommodation. If you require an accommodation, you must notify the Office Manager/Human Resources or the Chief Executive Officer. Once Galatoire's is aware of the need for an accommodation, the restaurant will engage in an interactive process to identify possible accommodations.

Open Door Policy

Our Open Door Policy is a commitment to YOU the EMPLOYEE by the managers of their availability and support.

You, as an employee, are expected to bring up any concerns or questions you have to management.

This does not mean that you will always receive the response you want to hear. However, management will answer your questions concerning the reasons for its decision in your given situation.

In most instances we feel the person most capable of helping you is the manager with whom you work most often. However, if he/she cannot satisfy your concerns or you feel uncomfortable speaking with him/her you should feel free to speak with any other manager.

It is in everyone's best interest to strive for an atmosphere where there is a high level of trust between employees and their managers. An effective open door policy helps to foster this relationship. To the extent possible, any information discussed will remain confidential and the need to involve other parties to solve the problem effectively will be clarified to you.

REMEMBER, the only way our Open Door Policy can work is if YOU use it! Please do not assume that Galatoire's is aware of any problems or situations you may encounter.

Complaint Procedure

To encourage you to participate in Open Door communications, we have established the following procedure to address your concerns fairly, thoroughly, and in a timely manner. If you ever have a problem, or if there is something bothering you, we encourage you to talk it over with your direct supervisor (see "Who's Who section of this handbook). If you cannot reach your direct supervisor or believe that he/she will not be able to address your concern, you may speak to another manager or to the CEO or the Office Manager/Human Resources.

Due to the delicate nature of a complaint potentially involving harassment, please read our anti-harassment policy and its complaint reporting procedure below.

Anti-Harassment Policy

Galatoire's prohibits all types of illegal harassment in the workplace, including sexual, racial, and ethnic harassment. It is Galatoire's policy to maintain a work environment free of illegal harassment of any type. This includes, but is not necessarily limited to, verbal, physical, and visual harassment. Any employee who engages in illegal harassment is subject to disciplinary action up to and including discharge.

As a general rule, Galatoire's will not tolerate any offensive, intimidating or hostile conduct that may interfere with the performance of an employee's job or endanger the safety and well-being of anyone while on restaurant premises. Employees must use mature judgment and maintain the highest standards of performance and personal conduct at all times.

Some examples of prohibited conduct are set forth below:

1. Sexual flirtations, advances or propositions;
2. Taking any personnel action on the basis of an individual's submission to or refusal of sexual overtures;
3. Groping, pinching or offensive touching;
4. Verbal abuse of a sexual nature;
5. Explicit or degrading comments about an individual's body or appearance;
6. Discussions of sexual activities or preferences;
7. Verbal abuse, jokes, comments, nicknames or slurs that in any way relate to an individual's race, color, sex, age, religion, national origin, disability, or other legally protected characteristic.
8. Joking or "kidding" that is considered unacceptable or offensive to another person;
9. Displaying offensive pictures or written materials in the workplace.
10. Creating a working environment that is intimidating, hostile or offensive or adversely affects an employee's work performance because of unwelcomed or unwanted conversations, suggestions, comments, slurs, propositions, requests, demands, jokes, physical contact or attention.

Any employee who believes that he or she has been the victim of harassment or who has any knowledge of that kind of behavior must report such conduct immediately. If you are aware of any perceived violation of this policy, it is YOUR responsibility, and we encourage you, to communicate with us as follows:

Procedure for Reporting a Harassment Incident

1. It is critical that harassment be reported in a timely manner to ensure prompt resolution.

2. Harassment should normally be reported to your immediate supervisor. However, if you are not comfortable discussing this matter with your immediate supervisor, you must report it to another member of management. It is not necessary for an employee to complain first to an offending supervisor in order to report harassment. Employees can always report harassment to the CEO or the Office Manager/Human Resources.
3. All reported harassment incidents will be treated with sensitivity, and as much confidentiality as possible.
4. Reported harassment incidents will be investigated.
5. Results of the investigation will be reported back to involved parties.
6. Prompt and appropriate remedial action will be taken.

Retaliation is prohibited. Galatoire's will not tolerate any type of retaliation, direct or indirect, against any employee or other person who, in good faith, complains about or provides information concerning prohibited harassment.

Conflict of Interest

It is the policy of Galatoire's to conduct its business in accordance with high ethical, moral, and legal standards. All employees are expected to conduct themselves with honesty and integrity and without actual or apparent conflict of interest. You have a duty to uphold these standards and to refrain from conduct which conflicts with the interests of the restaurant or has the appearance of a conflict of interest. In general, an actual or potential conflict of interest arises when an employee is in a position to influence a decision that may result in personal gain for that employee or a relative as a result of the restaurant's business dealings. If you have any question about whether a course of action violates the restaurant's conflict of interest policy, please consult with the General Manager.

Drug & Alcohol Policy

It is the policy of this restaurant that we maintain a drug free workplace. No drugs or drug use are allowed on the premises at any time. It is a proven fact that drugs are dangerous; they are major contributors to workplace accidents and time lost from work; they interfere drastically with work performance and safety; they are a major cause of crime, so we are very serious about them at Galatoire's.

This policy has been implemented as part of the restaurant's overall program to maintain the health and safety of employees, customers, and the public, and to prevent civil and criminal liability. This policy covers all employees and prospective employees. It covers the possession, use, distribution or sale of drugs and drug paraphernalia. In pursuit of those objectives, as well as the necessity to protect the restaurant's assets and those of our customers, no potentially dangerous substances or drugs are allowed in or on Galatoire's property or vehicles, or in your possession during work time. Furthermore, the restaurant policy prohibits an employee's use of drugs that results in the presence of detectable levels of the drug in the employee's system during working time or while on Galatoire's property. Some examples of prohibited drugs are amphetamines, ecstasy, heroin,

cocaine, crack, LSD, PCP and marijuana. But remember, these are only examples--we are talking about any substance which may affect your performance, reliability, judgment, coordination, reactions or senses. A violation of this policy will be considered "gross misconduct."

The reasonable off premises consumption of alcoholic beverages and the use of prescription drugs when taken as directed by a doctor are excluded from coverage under this policy. Any employee should report to his/her supervisor any medication prescribed by a physician where the physician has indicated that, and/or the employee feels that, his/her senses, judgement and/or job performance may be affected by the employee's medication. This also includes over-the-counter medication that the employee feels may affect his/her senses, judgment and/or job performance. Any information divulged by the employee will be held in confidence.

In order to implement this policy, the restaurant will monitor employees for drug use, conduct drug screening and conduct unannounced searches of the premises, including employees' personal possessions and vehicles on the premises, for drugs and/or drug paraphernalia. Monitoring of employees may include direct observation and third party reporting of drug possession or use. Observation of inconsistent work quality or performance, carelessness or the taking of needless risks, disregard for the safety of others, mood swings, and other indications of drug use may also constitute grounds for further inquiry including testing for drug use. An employee may report concerns or observations to any supervisor or manager.

The following are conditions of employment for all employees, and by continuing to work for Galatoire's you are agreeing to comply with these rules and conditions:

1. All personal items, such as packages, bags, lunch boxes, brief cases, purses, or other belongings or items being removed from or brought on to Galatoire's premises or vehicles are subject to search and inspection by the restaurant at any time. Employees are subject to search at any time while on restaurant property or in the restaurant vehicles.
2. Employees are subject to a physical examination and medical test to determine the presence or use of alcohol or drugs, if any. These tests may take place:
 - a. as a condition of initial employment
 - b. on a random, unannounced basis,
 - c. after accidents
 - d. whenever an employee's conduct gives management a reasonable suspicion that the employee may have alcohol or drugs in his or her system, and
 - e. following a positive test result.
3. Any employee who, as a result of testing, is found to have identifiable levels of a prohibited drug or substance in his or her system, regardless of when or where the drug or substance entered the employee's system, will be considered in violation of restaurant policy, and will be removed from the premises and subject to disciplinary action, including discharge.

At the restaurant's discretion, employees may be given the opportunity to receive treatment for a substance abuse disorder at the employee's expense.

4. All employees refusing to cooperate in any search, inspection, examination or screening test, or altering or diluting a specimen, will be subject to immediate discipline, including discharge.
5. Employees possessing unauthorized drugs, alcohol or other such substances will be subject to immediate discharge.
6. Under state law, any employee who tests positive for drug or alcohol use, or refuses to take a drug or alcohol test, can be denied worker's compensation and unemployment benefits.
7. Employees are encouraged to provide to the collection site personnel and/or medical review officer notification of any information which they consider relevant to the test.
8. Any employee who is confirmed positive for drug or alcohol use will be allowed, within seven (7) days of notification of the test results, to request access to any records relating to the drug test or to the results of any relevant certification, review, or suspension/revocation of certification proceedings relative to any person or entity involved in the testing procedure.
9. If the alcohol/drug test is positive, and a split sample was collected, the individual may have the second bottle tested at the employee's expense. To do so, the employee must request that the medical review officer (MRO) direct that the second bottle be tested in a certified laboratory for the presence of the drug(s) for which a positive result was obtained in the test of the original specimen or first bottle. The MRO shall honor such request if made within 72 hours of the employee's having actual notice that he or she tested positive.

The testing may be by any means including blood, hair and urine samples. Testing will be performed by an independent laboratory. Failure to submit to the test will result in immediate termination or refusal to hire.

If an employee or prospective employee is found to have drugs in their possession or test positive for drugs, Galatoire's shall make the final determination as to what action will be taken.

Your support and cooperation in strict compliance with these rules is expected and appreciated.

Safety Policy

One of Galatoire's main priorities is to keep the restaurant a safe place for all of our staff to work and for our guests to visit. The best way to prevent accidents is to be aware at all times and constantly practice safe work habits. When safety is achieved, both production and efficiency can be attained simultaneously. Safety must be an operational goal. Learn the safety precautions and procedures that your managers teach. Take the initiative to correct or report any unsafe conditions to your manager immediately. No work shall be done without first evaluating it from a safety standpoint to ensure that appropriate safety practices are incorporated. Remember, the safe way is always the right way.

Employee Accidents / Injuries

Any accident which occurs on the job should be reported IMMEDIATELY to a manager. An accident report should be filled out by your manager for ANY AND ALL JOB RELATED ACCIDENTS, the same day they occur. A copy of the restaurant's accident reporting form is included below.

ACCIDENT REPORTING FORM

Date of Accident: _____ *Person Reporting Accident:* _____

Time of Accident: _____ *Job Title:* _____

Address: _____

Phone: _____

Location of Accident: _____

Person Injured in Accident: _____

Description of Injury: _____

Was Medical Treatment Required or Sought? _____

Description of How Accident Occurred: _____

Persons Who Witnessed Accident: _____

Suggestions for How Accident Could Be Avoided/Prevented In Future: _____

SIGNATURE OF EMPLOYEE INVOLVED IN OR REPORTING ACCIDENT *DATE*

You must report all accidents, no matter how minor they seem. Should a problem arise at a later date, an accident report will be on file. This will expedite the process of paying Worker's Compensation benefits, where appropriate.

Guest Accidents

Any guest accident should be reported IMMEDIATELY to a manager, to best provide proper attention to the guest, as well as to ensure the completion of an accident form.

Emergency Procedures

If an emergency situation such as fire, a bomb threat, power failure, etc., develops in a work area, notify a supervisor IMMEDIATELY so that appropriate action can be taken.

Personnel File

Keeping your personnel file up-to-date is important for payroll, tax, benefits, and other purposes. If you have a change in any of the following items, please be sure to notify your manager or payroll manager as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of Dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any Galatoire's vehicles
9. Military or draft status
10. Exemption on your W-4 tax form

All personnel records are considered confidential and the property of Galatoire's. Personnel records and files will therefore be available or disclosed only to those persons who are authorized by the restaurant to have access to them on a need-to-know basis, or such other persons authorized by the restaurant under legal rights to review or obtain applicable parts of such record.

Upon reasonable advance notice, employees may inspect their own personnel files at any reasonable time during normal office hours. However, such records may not be reproduced, removed, or altered without the consent of the Chief Executive Officer or Office Manager/Human Resources.

Employees requesting information for a third party, i.e. creditors, must do so in writing and with proper notice. (Please allow up to 5 business days for the restaurant to provide such information) Personal records or information regarding an employee's records will not be provided without written permission from the employee. This includes paycheck history, W2's employment verification, etc.

Probationary Period

Each employee will be subject to a 90-day probationary period. The probationary period is an extension of the employee selection process during which the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Generally, this period will be utilized to train and evaluate the employee's effective adjustment to work tasks, conduct, observance of rules, attendance, and job responsibilities. Any probationary employee whose performance does not meet required standards of job progress or adaptation will be terminated. At the discretion of the supervisor, the probationary period can be extended if more time is needed to evaluate performance. After the probationary period, Galatoire's will continue to evaluate each employee's performance, and employees who are not performing in accordance with the restaurant's expectations are subject to discipline up to and including termination at any time.

Job Performance

This handbook is intended to help employees understand what is required of them in the workplace. If any employee has questions or doubts about the restaurant's expectations concerning any matter, he should consult his supervisor.

In general, when an employee violates a restaurant policy or fails to meet performance expectations, a member of the management team will have a counseling session with the employee in order to define and discuss the performance issue; seek input from the employee; and plan for the necessary actions, expectations, and target dates to correct and/or improve the job performance or behavior.

However, each policy violation or performance issue will be handled as management deems appropriate under the circumstances. The type of action which is deemed necessary by members of the management team may include discipline up to and including dismissal, even for a first offense.

It is our philosophy and practice that all aspects of this discipline policy be handled consistently and professionally within the restaurant. Each member of the management team shall take the necessary steps while counseling to focus on the behavior of the employee in order to ensure a safe, productive and positive work environment.

Performance Appraisals

A performance appraisal is a tool used by a manager to discuss, evaluate, and improve employee performance. A performance appraisal will be conducted in order for you to leave your probationary status. Future performance appraisals will be held on an ongoing basis for the entire restaurant.

Employee Meetings

All employee meetings will be scheduled in advance. They will be held on the clock and all employees will receive their regular rate of pay. These meetings are held to inform you about changed policies, to work out operational challenges, or to just talk things over. Complete attendance in some instances will be mandatory.

Pre-Shift Meetings

These meetings will be conducted in addition to our Employee Meetings on a daily basis 10 to 15 minutes prior to opening. These meetings will be used as the major communication vehicle in our daily operations and to ensure that we are prepared to open for business.

V. GENERAL POLICIES

General Standards and Expectations

Every business considers some standards and practices absolutely vital to its continued success. Following is a non-exclusive list of offenses that will result in discipline, up to and including termination:

1. Violation of restaurant policies.
2. Insubordination, willful disregard or disrespect toward a supervisor or representative of management.
3. Frequent tardiness or absenteeism (See NO CALL/NO SHOW policy).
4. Uncooperative behavior which inhibits teamwork.
5. Inability to meet the requirements of the position up to restaurant standards.
6. Drinking alcohol while on duty; the sale, purchase, possession or use of drugs or alcohol on restaurant premises; reporting to work under the influence of drugs or alcohol; or any other violation of the drug and alcohol policy.
7. Having a weapon of any kind - gun, pistol, switchblade knife, etc. on restaurant property at any time.
8. Use of abusive, profane, discourteous, or rude language or action towards another employee, customer, or supervisor.
9. Clocking another employee in or out of the time clock.
10. Embezzlement and/or stealing (unauthorized removal, storage, transfer, or utilization) of restaurant, guest, or employee property.
11. Unauthorized use or damage of equipment, furniture, or fixtures.

12. Knowingly allowing any person to use our facilities or services in such a way that state or local laws would be broken, or in a way that would result in monetary or other loss to Galatoire's.
13. Involvement in a criminal act.
14. Destruction of restaurant, customer or employee property.
15. Violating safety regulations or conduct hazardous to yourself or fellow employees.
16. Harassment of an employee or customer of the restaurant, whether sexual or otherwise.
17. Failure to report for scheduled mandatory meetings.
18. Fighting, assulting or injuring another person.
19. Pranks, practical jokes or disorderly conduct.
20. Using obscene or abusive language or gestures in a manner that a reasonable person would find physically or psychologically threatening.
21. Intentional use of physical force against another, which either results in or has a likelihood of resulting in injury, death, or psychological harm.
22. Intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death, bodily injury or other physical or psychological harm.
23. Bringing unauthorized persons, including family, friends or former employees, onto restaurant premises or allowing them to remain on restaurant premises when their presence becomes known.

If you feel that your safety or the safety of others is threatened at any time, or if you witness or experience any behavior prohibited by this policy, you have the responsibility to exercise good judgment and report such conduct immediately to a supervisor or manager. All suspicious individuals or activities should also be reported as soon as possible. Do not place yourself in peril. There will be no retaliation of any kind against an employee for reporting a safety concern.

Customer Information

It is our policy that customer information is considered confidential and will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he should first check with his supervisor or manager.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Time Clock Procedures

All hourly employees will clock in and out for every shift worked as well as lunch breaks when appropriate. The time clock system will be used for timekeeping and tip declaration. Each employee will be issued an employee number and a job code for each position they work.

Employees will only be able to clock in when they are actually commencing work. Employees on the premises but not working may not clock in prior the start of their scheduled shift.

NOTE: Employees are responsible for clocking themselves in and out. NEVER perform timekeeping functions for ANOTHER employee - it is grounds for termination.

Payroll Procedures

Weekly pay periods begin on Monday and end Sunday. Paychecks are scheduled to be handed out the Thursday (Friday – Bistro) after the close of the pay period. It is generally not possible to give out checks before this time, and we ask employees to refrain from requesting their checks early.

Hourly employee overtime is paid based on a 40 hour work week. Any hours worked in excess of 40 hours in one week will be paid at time and a half. Employees will not work overtime unless scheduled or requested by management.

There will be no pay advances given.

If your paycheck is lost or stolen, notify a manager immediately. A stop payment will be put on the check, and when the stop payment clears, the check will be reissued minus the cost of the stop payment.

If you believe that there is any error in your paycheck, it is YOUR responsibility to bring the error to Galatoire's attention as soon as you discover it so that it can be rectified promptly. Please notify your supervisor or the Office Manager/Payroll Administration of any situation you perceive to be a pay error.

In the event that Galatoire's receives legal notice to attach and/or garnish wages, that amount will be deducted from an employee's pay. The garnishment will continue as long as it is legally effective.

Tip Credit

(Tipped Employees Only)

In compliance with the Fair Labor Standards Act, we as your employer take a tip credit. In determining your wage as a tipped employee, the amount you are paid by the hour (minimum per hour for tip credit is determined by the government) plus your gratuities must equal the current minimum wage rate.

Tip Reporting

(Tipped Employees Only)

The Internal Revenue Service (IRS) requires that you report ALL tips that you receive and retain. You must report your tips at least weekly, using the time clock. You may report tips daily if you prefer. Failure to report earned tips is against the law, and if you choose to underreport your earnings, you will be committing a criminal act. An IRS audit of your tax returns is a distinct possibility, and audits can result in fines plus interest and even imprisonment if it is determined that you wilfully avoided payment of income taxes. Often the fines and interest are more than the original tax liability.

It is not the restaurant's responsibility to declare tips for you. When you punch out, you must declare cash tips received during your shift.

Work Schedules

Work schedules will be posted on a weekly basis. Schedules for the following week will be posted by Friday. The restaurant will attempt to accommodate employees according to both the needs of the employee and restaurant.

Scheduled Time in

It is important that everyone is on time for each shift. If an employee knows he/she will be late, he/ she MUST call and speak to a MANAGER. In order to be considered "on time" for work, employees must arrive at the restaurant in enough time to be punched in and at their station in complete uniform at their scheduled time in.

Schedule Changes

Employees wishing to make a change on a posted schedule must attempt to find a replacement on their own, and if they are able to, both employees must verify the change with a manager. Management approval is required for all schedule changes, and the appropriate changes will be made by a manager. Employees who are too ill to work must also find a replacement for themselves, whenever possible. Whenever a problem arises in meeting the requirements of the schedule, the employee must call in and speak to a MANAGER as soon as possible.

Disciplinary Action

If an employee has not come in or called within an hour of the start of his/her scheduled shift, they are a "no call, no show." No call, no show may be considered a resignation.

Absenteeism and Tardiness

Failure to report for work as scheduled or to report on time will result in discipline up to and including termination.

Calling In Sick

If for some reason an employee calls in sick, he/she must try to find a replacement before calling in. When you have found a replacement, this needs to be approved by a manager. If you are unable to find a replacement, you must call your immediate supervisor for further instructions. You must call us at least one hour before scheduled shift begins. Do not leave a message with a co-worker or other person that you are calling in sick. **YOU MUST TALK TO A MANAGER.** Cooks must call a Chef or Manager on duty. Employees should provide as much notice of sickness as possible. In particular, they should call the night before an early morning shift.

You may be asked to present a doctor's note upon returning to work for days missed due to illness. If you do not work a lunch shift because of illness, you may be precluded from working a dinner shift that same day.

No Call - No Show

If an employee has not come in or called within an hour of the start of his/her scheduled shift, they are a "no call, no show." No call, no show may be considered a resignation, and therefore treated the same as other voluntary terminations (for benefit purposes, etc.).

Appearance and Uniform Standards

Appearance

Your appearance is a direct reflection of you and Galatoiore's!

Proper grooming and appearance has a great impact on the personal and professional image you project. We must require, therefore, that you come to work having observed good grooming habits such as daily baths, use of effective deodorant, clean hands, nails, teeth, hair, and fresh breath. Use cologne sparingly - too much can detract from a positive image. Apply make-up conservatively.

Hair styles should be neat and conservative on men. Long hair on women must be pulled back. Neatly trimmed mustaches are acceptable and beards may also be permitted. Mustaches and beards are not to be grown on the job. No "dark shadows." Sideburns to be trimmed and may not extend beyond the middle of the ear.

Jewelry

COOKS ARE NOT PERMITTED TO WEAR JEWELRY OF ANY KIND. THE FOLLOWING GUIDELINES APPLY TO ALL OTHER EMPLOYEES:

Watches: A simple watch is recommended.

Rings: One to two per hand, but no more than three total. Ring stones larger than a dime are unacceptable.

Earrings: Women - small and tasteful. Men - none.

Piercings: None.

Necklaces: None

Bracelets: None

Uniforms (New Orleans)

The proper uniform is an integral part of your professional image. Employees are asked to come to work dressed in uniform. Failure to report to work in the correct uniform may result in the inability to work that shift.

	<u>Restaurant supplies:</u>	<u>Employee supplies:</u>
Waiters:	2 Black Jacket 3 Tux Shirts 1 Bow Tie Nametag	Black Pants Black polishable shoes (lace-up) Black Socks

Waiters may also purchase extra jackets and shirts at cost.

	<u>Restaurant supplies:</u>	<u>Employee supplies:</u>
Busboys:	3 White jackets with logo Bow tie 3 White shirts	Black pants Black polishable shoes (lace-ups) Black socks

	<u>Restaurant supplies:</u>	<u>Employee supplies:</u>
Cooks:	Chef jackets Chef pants Aprons Chef hats	Black non-skid shoes Socks

	<u>Restaurant supplies:</u>	<u>Employee supplies:</u>
Porters:	3 Shirts 3 Pants Aprons	Black non-skid shoes Socks

Uniforms (Bistro)

NOTE: Name tags should be worn on the left side below the shoulder.

Front door staff: Ladies: Skirts, dress slacks and blouses with sport coat or a suit. Hose and low heel shoes. Long hair must be pulled back. No low cut tops or mini skirts.

Gentlemen: dress slacks and a jacket or a suit with tie. Polished shoes.

NOTE: All uniforms will be signed for upon issuance, and must be returned upon termination of employment, otherwise their cost will be deducted from the final paycheck. One name tag will be issued, replacements will be at your expense (except for broken tags).

Employees must come to the restaurant dressed for work. Employees who come to the restaurant when they are off duty must be appropriately dressed.

Bag Check Policy

Galatoire's reserves the right to check any and all bags brought into or out of the restaurant. Keep in mind the shortage of storage space. We cannot be responsible for items brought in and will not allow employees to bring in large bags or totes. If you must bring a bag to work it should be small and include only essentials needed for that shift.

Employee Meals (New Orleans)

As an additional benefit, we offer employee meals. We hope you will take advantage of the meal benefit. Proper serving times listed below will be enforced.

The daytime employee meal is available at 10:45 AM (Tues-Sat) and 11:15 AM (Sun). The evening employee meal is served at 4:15 PM daily.

The meal is prepared by the kitchen and does not include regular menu items. Coffee, tea, and soft drinks are the only beverages available for employees. We have a designated employee meal area and we ask that you clean up after yourself and bring plates and glasses to the dishwashing station. Please be considerate of your fellow employees.

Employee Meals (Baton Rouge)

Employees are eligible for a 50% discount when they are purchasing food from the menu as their employee meal but this can only be done during appropriate times with a manager approval.

Employee Restrooms (New Orleans)

The employee restrooms are located in the kitchen area and on the 2nd floor. Employees are required to wash their hands before returning to work.

Employee Restrooms (Baton Rouge)

Due to the absence of employee restrooms at this location, please use the customer restrooms and be cognizant and respectful of our guests. Employees are required to wash their hands before returning to work.

Entrance / Exit Policy

All employees must enter and exit through the rear entrance during regular business hours. Proper attire (see dress code) is required whenever entering the restaurant. Waiters must come fully dressed (tie, jacket, and name tag) when the restaurant is open for business.

Smoking Policy

If you smoke, it must be on your break. There will be no smoking allowed during service. This includes no smoking in the kitchen or offices. Smokers must wash hands after smoking as bacterial and viral illnesses can be passed in this manner. Violation of this policy may lead to disciplinary action and/or dismissal.

Telephones

Personal phone calls and text messages should not be made or received on any phone, including a personal cell phone, during work hours. Please notify your friends and family not to call or send you text messages during business hours. Telephone calls and text messaging during work hours will result in discipline, up to and including dismissal.

Unauthorized Eating

Unauthorized eating refers to the unwarranted consumption of food off the line or plateware. Under no circumstances are you to consume food off of customer's plates or consume any food other than the employee meal. Violating this policy may result in the employee being charged full menu price for the item consumed and discipline, up to and including termination.

Media Inquiries

When Galatoire's receives any media inquiry - for example, an inquiry regarding a fire in the restaurant, bomb threats, serious accidents on restaurant premises, or lawsuits, etc. - only the Chief Executive Officer or a member of management that the CEO has designated may act as spokesperson for the restaurant. If you receive such an inquiry, notify management immediately.

Solicitations

Persons who are not employed by Galatoire's are prohibited from soliciting, distributing literature, or trespassing on restaurant premises at any time, and for any purpose.

Employees are not permitted to engage in solicitation or distribution of any kind when they are to be working, or when the person to whom their solicitation/distribution efforts are made is to be working. Employees are not permitted to distribute any advertising material, literature or other nonwork materials at any time in work or customer areas. All solicitation/distribution of literature by employees will be limited to break times and to non-work and non-customer areas.

Bulletin Boards

Bulletin boards are a means of keeping everyone informed about new policies, changes in procedures, and special events. Information of general interest is posted regularly on the bulletin boards. Only authorized personnel are permitted to post, remove, or alter any notice on the bulletin boards. It is your responsibility to keep informed of new information and adhere to new instructions.

Use of Information and Technology Systems Policy

Computers, computer files, internet access, the e-mail system, the voice-mail system and software furnished to employees are intended for business use only. All equipment that comprises these systems and all data stored therein are the property of Galatoire's. All messages, documents, files and information created, sent, received or stored in the systems, as well as all material downloaded into the systems, are the property of Galatoire's.

Galatoire's prohibits the use of voice-mail, computers, and the e-mail and internet systems in ways that are criminal, disruptive, offensive to others, harmful to morale, or detrimental to the work environment or Galatoire's business. Examples of inappropriate use of Galatoire's information systems include, but are not limited to the following:

Sending threatening, harassing or defamatory messages to employees or others

Using obscene or abusive language in communications

Creating, displaying or transmitting offensive or derogatory images, messages, or cartoons regarding sex, race, religion, color, national origin, age, disability or any other protected characteristic

Visiting inappropriate websites, including sports, shopping, gambling or pornography sites

Downloading non-business information, including music, videos or pornographic images, into Galatoire's computers

Creating, displaying or transmitting "junk mail" such as cartoons, gossip, or "joke of the day" messages

Creating, displaying or transmitting "chain letters"

Soliciting or proselytizing others for commercial ventures or for religious, charitable or political causes

Disclosing confidential, proprietary or sensitive information regarding Galatoire's or its customers.

To ensure compliance with this policy, computer and e-mail use will be monitored.

No Expectation of Privacy

Employees should not expect privacy with regard to their use of Galatoire's information systems. Any communications which are private, confidential or personal should not be placed on Galatoire's information systems. Employees should be aware that "deleted" messages or files may actually remain in Galatoire's systems and be accessible after "deletion."

Galatoire's expressly reserves the right to monitor, intercept, read, review, access, listen to and disclose all e-mail or voice-mail messages, computer files, downloads and internet usage. Every time employees use or log onto Galatoire's information systems, they are consenting to such monitoring actions and waive their rights of privacy in anything they create, store, send, receive, visit or view on Galatoire's computers. The reasons for monitoring include, without limitation, investigation of wrongdoing, virus checks, determination of the occurrence of security breaches, policy compliance, and obtaining work product needed by other employees.

Software

Galatoire's purchases and licenses the use of various computer software for business purposes and does not own the copyright to the software or its related documentation. It is Galatoire's policy to acquire software through legitimate means and respect agreements concerning the use and copying of software. Unless authorized by the software developer, Galatoire's does not have the right to reproduce such software for use on more than one computer. Galatoire's prohibits the illegal duplication of software and its related documentation. Employees may not use software on more than one computer or use any personally acquired software on Galatoire's computers.

Security

Security of Galatoire's information systems is a priority and the responsibility of all employees. All employees should log off of the computer they use when walking away from the computer for extended periods and at the end of each work day. Computer log-in identification codes and passwords for network access, e-mails, voice-mail and other applications should never be revealed to anyone unless requested by authorized Galatoire's personnel. Employees should never allow anyone else to use their computer when they are logged on. Employees shall not put any files from home or outside Galatoire's onto Galatoire's computers or network. Employees should not use passwords, access files, or retrieve any stored communication or information without authorization.

Employees should notify the Chief Executive Officer or Office Manager/Human Resources of any violation of this policy.

Violations of this policy will result in disciplinary action up to and including termination of employment. Additionally, any criminal activity will be referred to law enforcement authorities.

Social Media and Social Networking Policy

The use of social media, including sites such as Facebook, Myspace, Instagram, Snapchat, and Twitter, presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, Galatoire's has established these basic guidelines for use of social media.

Guidelines

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, as well as any other form of electronic communications.

You are solely responsible for what you post online. Before creating online content, keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, or the legitimate business interests of Galatoire's may result in disciplinary action up to and including immediate termination of employment.

Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate termination.

Always be fair and courteous to fellow employees, customers, vendors, suppliers or people with whom you work on behalf of Galatoire's. If you decide to post complaints or criticism to social media sites, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage our customers, employees, suppliers or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Galatoire's policy.

Make sure you are honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Galatoire's, employees, customers, suppliers or vendors.

Maintain the confidentiality of Galatoire's trade secrets and private or confidential information, including recipes and procedures. Do not post internal reports, policies, procedures or other internal business-related confidential communications. Do not post confidential information relating or belonging to our customers, suppliers, or vendors.

Do not create a link for your blog, website or other social networking site to the Galatoire's website.

Never represent yourself as a spokesperson for Galatoire's. If the restaurant is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Galatoire's or its owners or customers. If you do publish a blog or post online related to the work you do or subjects associated with the restaurant industry, make it clear that you are not speaking on behalf of Galatoire's. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Galatoire's."

Refrain from using social media while on work time or on equipment that Galatoire’s provides, unless it is work-related and authorized by your supervisor. Do not use your Galatoire’s email addresses to register on social networks, blogs or other online tools utilized for personal use. Galatoire’s logos and trademarks may not be used without written authorization from the Chief Executive Officer.

Violations of these policies may result in disciplinary action up to and including immediate termination of an employee’s employment as well as possible civil liability or criminal prosecution. Where appropriate, Galatoire’s may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. Such cooperation may include, but is not limited to, providing access to our Systems or recordings or copies on information in our systems. Galatoire’s will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have any questions or need further guidance, please contact the Office Manager/Human Resources or the Chief Executive Officer.

Nothing in this policy will be construed or enforced to limit employee rights under Section 7 of the National Labor Relations Act, including discussion of their wages, hours or other conditions of employment.

Workplace Monitoring

Galatoire’s will monitor the workplace to ensure quality control, employee safety, security, and guest satisfaction. Galatoire’s has placed cameras on restaurant premises for these purposes and will monitor the use of information systems as described above.

VI. TIME OFF BENEFITS

Holidays

The restaurant is closed for business on Mardi Gras Day, the week of the Fourth of July, and Christmas Day. Please note that these holidays are subject to change based on business demand.

Vacation Policy

All full time employees including management (those who work over 30 hours per week on a consistent basis) are eligible to receive paid vacation as follows:

Years of Completed Service	Weeks of Vacation
1 to 19	2
20 & up	3

All vacations should be taken during slow periods, and vacation requests must be approved by a manager. All employees must take one week of vacation during the week of July 4th unless excused by the Chief Executive Officer or Office Manager/Human Resources. Requests should be made at least one month in advance, and will generally be approved on a “first come, first served” basis.

Vacation is a benefit and not an earned wage. Vacation time is only earned or vested on your anniversary date, and it must be taken before the next anniversary date. Unused vacation may not be carried over to the next year. Any vacation that is not used in the year in which it becomes available is lost.

Vacation hours paid will be based on the average hours worked by the employee per week, with a maximum of forty hours paid. The average will be based on the fifty-two weeks before your scheduled vacation week.

Family and Medical Leave of Absence (“FMLA”)

Employees who have been employed for at least twelve (12) months (continuous or noncontinuous), and have worked 1,250 hours of service during the previous twelve (12) month period preceding the start of the leave, shall be eligible for up to twelve(12) weeks of unpaid leave of absence during each rolling 12-month period for one or more of the following reasons:

- Birth of the employee’s child, and in order to care for the child within twelve (12) months of birth;
- Placement of a child with the employee for adoption or foster care;
- Where the employee is needed to care for a child, spouse or parent of the employee who has a “serious health condition”;
- Inability of the employee to perform the functions of his or her position due to a “serious health condition” of the employee;
- Prenatal care

Management may require medical certification on a form provided by management if leave is sought to care for a child, spouse, or parent with a serious health condition, or due to illness or injury of the employee. In its discretion and at its own expense, the restaurant may request that a second medical opinion be secured. Subsequent medical recertification may be required at reasonable intervals.

If the need for a family or medical leave is foreseeable, the employee must provide management with at least thirty (30) days’ notice. If unforeseeable, as much notice as practicable should be given. Failure to provide required notice may result in denial or delay of the requested leave.

If medically necessary, intermittent or reduced leave may be available under certain circumstances, in accordance with applicable law.

An employee who wishes to maintain group insurance coverage during the leave must continue to pay his or her portion of the premium for coverage, if any, on the same basis as if the employee had been continuously working during the leave. Insurance premium payments are due in the business office by the first of each month.

An employee taking medical or family leave of absence will be required to use all available vacation days at the commencement of the leave. After vacation days are exhausted, the remainder of the leave will be unpaid.

Employees on leave of absence must report on their status and intent to return to work.

Galatoire's may require any employee returning from medical leave of absence to obtain and present a current medical certification that the employee is able to resume work. Such certification must be provided prior to return to work.

Copies of the FMLA Fact Sheet are available for employees. This contains all pertinent definitions under the FMLA. Please check with Zaida Garay or a manager if you would like a copy.

Group Health Insurance (FMLA)

If an employee is covered by our group health insurance before the leave of absence begins, the coverage will remain in force for the duration of any medical leave. However, the employee must continue to pay his share of the premium to keep the coverage in force. Insurance premium payments are due in the business office by the first of each month.

Other Employee Benefits (FMLA)

The employee does not continue to accrue benefits during the leave of absence. For example, if an employee were out for 60 days, that 60 day period would not be counted in determining the employee's eligibility for vacation pay.

Special Family and Medical Leave in Connection with Service in the Armed Forces

Congress amended the Family and Medical Leave Act effective January 28, 2008 to permit a "spouse, son daughter, parent, or next of kin" to take up to 26 weeks of unpaid leave during a 12-month period to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness." The amendment also permits an employee to take FMLA leave for "any qualifying exigency arising out of the fact that his or her spouse, son, daughter, 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." If you have a spouse, son, daughter, parent or next of kin called to service in the Armed Forces or injured in such service and you believe you need to take leave related to the service or injury, please notify the Office Manager.

During any single 12-month period, an employee who takes FMLA leave in connection with service in the Armed Forces is entitled to a total of 26 weeks of leave. In other words, any FMLA leave the employee has taken in connection with a serious health condition will count toward the total of 26 weeks of leave available in that 12-month period.

In general, procedures related to FMLA leave for a serious health condition will apply to FMLA leave in connection with service in the Armed Forces. For example, all available paid leave

must be used at the outset of such leave. The restaurant may require certification of the call to service in the Armed Forces and of the need for the employee to care for the injured service member. The employee must provide as much advance notice to the restaurant of the need for leave as is reasonable and practicable.

Military Leave

1. An employee who is a member of National Guard or Armed Services Reserve and is ordered to active duty or annual training will be granted an unpaid Military Leave in accordance with applicable law.
2. If the employee's "normal" work week includes a day that the employee is scheduled to attend Reserve or Guard weekend service, the employee will be given non-paid time off.
3. A Military Leave of absence should be discussed with your Supervisor/Manager as soon as training dates are known in order that arrangements may be made for the absence.

Jury Duty

If you are called for jury duty, you will be required to inform your supervisor as soon as you receive your notice. You will receive one days' wages, minus any fees received by you from the court for that day. If you are released from jury duty before or within two hours after the commencement of your scheduled shift, you are expected to report to work.

VII. BENEFITS

Group Insurance and Retirement Benefits

Galatoire's provides certain group insurance benefits and the opportunity to participate in a 401(k) retirement savings plan. These benefits are described in booklets and other materials that will be provided to you separately. Eligibility for benefits will be determined by the terms of the specific plans. Galatoire's reserves the right to modify its benefit offerings at any time. Questions regarding benefits should be directed to the Office Manager/Human Resources.

Employee Discount

Employees are eligible for a 33 1/3 % discount when dining in the restaurant. In order to receive the discount, the following procedure must be followed:

1. Your manager must approve the date you choose to dine.
2. You will be limited to a party of four (4), with rare exceptions
3. The discount does not apply to the tip, and all checks are to be paid for by cash or credit card at the time of the meal. Employee charging/direct billing does not apply to employee discount meals.

Employees are eligible for a 50% discount when they are purchasing food from the menu as their employee meal but this can only be done during regularly scheduled employee meal times with a manager approval.

TIPPED EMPLOYEES ONLY

I understand that the Internal Revenue Service (IRS) requires that I report ALL tips that I receive and retain. I also understand that it is not the restaurant's responsibility to declare tips for me. I will declare all cash tips received when I punch out at the end of each shift.

Employee's Printed Name

Employee's Signature

Date