

Meals and Breaks

All employees must follow these policies when purchasing meals:

1. Employees who work for more than five hours are given a 30 minute meal break. Employees must clock out before they take their break. Taking more time than authorized for a meal break is against company policy.

2. All employees who are taking a 30-minute meal break may purchase food for **no cost**. This is food for the **employee's consumption only**. **No free meals may be taken** from the premises.

3. **A manager is the only person who can ring up and promo an employee meal.** This applies to any purchase anytime. This rule applies to the front counter and the Drive-thru.

4. Employees **are not** allowed to prepare or assemble their own food order.

5. All employees in uniform will take their meal breaks in the crew room unless the manager in charge gives permission to eat elsewhere.

6. There shall be no consumption of food or beverage in the production, drive-thru or service area.

7. No food or drink may be consumed before opening or after closing unless the employee pays for it or the manager in charge gives permission otherwise.

