

DORO RESTAURANT GROUP



Employee Handbook

2026

CONFIDENTIAL PROPERTY OF:

**Doro Restaurant Group
933 Farmington Ave, Suite 210
West Hartford, Connecticut 06107**

About Doro Restaurant Group

Doro Restaurant Group (DRG) is the umbrella name for a collection of independent restaurants operating in West Hartford, Connecticut, and the surrounding areas. The restaurants under the DRG umbrella include Doro Marketplace, Zohara Mediterranean Kitchen, Avert Brasserie, Treva Restaurant & Bar, Artisanal Burger Company, Casadoro, Doro Commissary Kitchen, Doro Catering & Events, and No Mames Mexican Cantina.

While each restaurant is independently owned, managed, and operated, they are affiliated through Doro Restaurant Group to uphold a consistent standard of style, ambiance, and exceptional dining experiences. This affiliation also allows the group to optimize operational efficiencies while preserving the individuality of each concept.

Disclaimer

The policies outlined in this Employee Handbook reflect the current practices of Doro Restaurant Group. DRG is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, religion, creed, ancestry, genetic information, national origin, sex, sexual orientation, marital status, place of birth, age, disability, or any other category protected by law.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, training, compensation, promotion, transfer, leave of absence, and termination.

Eligibility for certain benefits described in this Handbook may vary. Employees may be required to meet specific eligibility criteria before benefits become available. In situations where state or federal law differs from company policy, the applicable law will take precedence. Similarly, for any insurance or benefit plans mentioned, the terms of the official plan documents will govern over any general descriptions in this Handbook.

This Handbook does not restrict you from reporting concerns, filing complaints, or making disclosures to any federal, state, or local agency.

For purposes of this Handbook, any reference to “the Company” refers to Doro Restaurant Group (DRG).

Section 1 – Welcome

1.1 Welcome to Doro Restaurant Group

Since opening our first restaurant in 2010, Doro Restaurant Group (DRG) has grown to include a variety of unique concepts- each offering something special, yet all united by a shared passion for hospitality. Whether it's Treva, Zohara, Avert, Artisanal Burger Company, Casadoro, or No Mames Mexican Cantina, we take pride in delivering unforgettable dining experiences built on quality, creativity, and heart.

As a member of our team, you're essential to our success. We value authenticity, collaboration, and the drive to always go above and beyond. You'll find that we care deeply about our people, our food, our guests, and our community. Welcome aboard! We're glad you're here.

1.2 Our Mission

- ❖ We are committed to selling delicious and remarkable food and drinks.
- ❖ Our food and drink programs meet the highest standards of quality, freshness and seasonality and combines both modern-creative and traditional styles of cooking.
- ❖ To have every customer who comes through our doors leave impressed by DRG and excited to come back again.
- ❖ To create and maintain restaurants that are comprehensive and exceptional in its attention to every detail of operation.
- ❖ To provide all who work with us a friendly, cooperative and rewarding environment which encourages long- term, satisfying, growth employment.
- ❖ To keep our concepts fresh, exciting and on the cutting edge of the hospitality industry.
- ❖ To be a giving member of our community and to use our restaurant to improve the quality of life in our region.
- ❖ Service is what separates us from the pack. We are simple, unpretentious, quality based, knowledgeable, helpful & people oriented. No one can match our commitment to service.

You are your own person; we expect each and everyone one of you to find your personal way of exceeding the guest's expectations. You might travel different paths to get there, but in the end, our guests must feel at home in our restaurants.

1.3 Purpose of this Handbook

This handbook is designed to provide new employees with an overview of Doro Restaurant Group's policies, procedures, and expectations. It is not intended to be all-inclusive or serve as a strict interpretation of our policies, but rather to give you a general understanding of the work environment at DRG.

Please note that this handbook is not a contract- expressed or implied- and does not guarantee employment for any specific duration. It is also not intended to persuade any individual to accept employment with the Company.

Doro Restaurant Group reserves the right to revise, suspend, revoke, or change any policy, in whole or in part, at any time and at its sole discretion. If there is ever a discrepancy between this handbook and a current company policy, the current policy will take precedence. While we aim to keep you informed of any changes, notice of updates may not always be provided.

This handbook replaces and supersedes all previous versions of employee manuals or policies. It also includes a general summary of the benefits available to eligible employees. For a more detailed explanation of benefits or if you have any questions not addressed in this handbook, please contact human resources at Humanresources@dororg.com

We encourage you to read through this handbook and familiarize yourself with its contents. All employees are expected to follow the policies and procedures outlined here.

1.4 At-Will Employment

All employment with Doro Restaurant Group is considered **at-will**. This means that either you or the Company may end the employment relationship at any time, for any reason or no reason, with or without notice.

Nothing in this handbook, or in any verbal or written communication, should be interpreted as a promise of continued employment. It can only be changed through a legally binding, written contract that specifically states the intention to modify the at-will relationship.

1.5 Employment Applications

Each restaurant relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person were already hired, such actions could result in termination of employment.

Section 2 – Workplace Commitments

2.1 Equal Opportunity Employment

Doro Restaurant Group is an equal opportunity employer. We do not discriminate against employees or applicants based on any protected characteristics under federal, state, or local law. This includes, but is not limited to, race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, national origin, ancestry, religion, sex (including pregnancy, childbirth, and related medical conditions), age, genetic information, military or veteran status, marital status (including civil unions), sexual orientation (including perceived or historical association), HIV/AIDS status, ethnicity, gender, gender identity or expression, disability (including mental, intellectual, learning, or physical disabilities, including blindness), alienage, or any other legally protected status.

We also prohibit discrimination based on the perception that an individual possesses, or is associated with someone who possesses any of these characteristics. This policy applies to all areas of employment, including recruitment, hiring, placement, training, promotion, compensation, benefits, transfers, discipline, and termination. Employees are expected to uphold this policy and treat coworkers, clients, and all individuals with respect and fairness.

Whenever possible, the Company will provide reasonable accommodation for qualified individuals with disabilities in accordance with applicable laws. This may include modifications that enable individuals to perform the essential functions of their job without imposing undue hardship on the Company. Employees or applicants in need of accommodation should contact their supervisor to initiate the request. If necessary, additional documentation from a healthcare provider may be required. All medical information will be treated as confidential and only shared as needed to facilitate the accommodation process.

We are committed to ensuring full and equal access to employment and workplace opportunities for individuals with disabilities, and to maintaining an inclusive, respectful environment for all team members.

Discrimination or harassment of any kind will not be tolerated. Employees who violate this policy will be subject to disciplinary action, up to and including termination. If you believe you have experienced or witnessed discrimination, you are encouraged to report it to management, either verbally or in writing. The Company will promptly investigate all complaints and take appropriate action. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management or your co-workers.

2.2 Anti-Harassment & Sexual Harassment Policy

Sexual harassment is against the law. Title VII of the Civil Rights Act of 1964 is the specific federal law prohibiting sexual harassment. It is also prohibited by the Connecticut Fair Employment Practices Act, Conn. Gen. Stat. 46a-60 *et seq.*

Doro Restaurant Group prohibits harassment of any employee. Harassment based on any protected characteristic is intimidating, is an abuse of power, is illegal, and is inconsistent with DRG policies.

DRG maintains a **zero-tolerance policy** regarding sexual harassment. All employees, including supervisors and managers, are subject to disciplinary action, up to and including termination, for any act of sexual harassment. Additional guidance and legal documentation related to this policy can be found at the enclosed links or as provided during onboarding and training:

Commission on Human Rights and Opportunities- Link- [HERE](#)

What is Sexual Harassment?

Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favors or any conduct of a sexual nature, verbal or physical, when:

- A.** Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- B.** Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual;
- or**
- C.** Such conduct has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment can occur between members of the opposite sex and/or between members of the same sex.

Statement of Prohibited Conduct

Doro Restaurant Group (DRG) considers the following conduct to represent some of the types of acts which violate the Company's Sexual Harassment Policy:

- A.** Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults; and intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- B.** Unwanted sexual advances, propositions or other sexual comments, such as: sexually oriented, gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.
- C.** Preferential treatment or promises or preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity or compensation or reward; and
- D.** Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- E.** Sexual or discriminatory displays or publications anywhere in DRG workplace by the DRG employees, such as:
 - 1.** Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display or view at work. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the workplace and who is, posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.
 - 2.** Reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic; and
 - 3.** Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).

F. Retaliation for sexual harassment complaints, such as:

1. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and
2. Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.

Procedures for Reporting and Investigating Sexual Harassment or Retaliation Complaints

Employees who believe they have experienced sexual harassment, or retaliation should first report the matter to their General Manager at their location. If the employee feels uncomfortable doing so, or if the issue is not addressed, they may also contact the **Human Resources Department** at Humanresources@dororg.com, or reach out directly to HR Director- **Brian Martinez** (bmartinez@dororg.com). Complaints can also be reported to C.O.O/Partner- **Scott Miller** at smiller@dororg.com

Complaints

DRG will provide its employees with convenient, confidential, and reliable mechanisms for reporting incidents of sexual harassment and retaliation.

Once made aware, the Human Resources Department will react quickly and carefully investigate the matter, questioning all employees who may have knowledge of either the incident in question or similar problems. Both the complaint and the investigative steps and findings should be documented as thoroughly as possible. Confidentiality will be maintained, as much as possible, with respect to a sexual harassment complaint and only those who need to know about such a complaint will be advised of its existence.

The procedure set forth above also apply to harassment and/or discrimination based on any other protected characteristic including a person's race (including traits historically associated with race, such as hair textures and protective hairstyles), color, creed, national origin, ancestry, religious beliefs, sex (including pregnancy, childbirth, and related medical conditions), age, genetic information, military/veteran status, marital status (includes civil unions), sexual orientation (includes having a history of or being identified with a preference), HIV/AIDS status, ethnicity, gender, gender identity and expression, disability (includes present or past history of mental disability, intellectual disability, learning disability, physical disability, and blindness), marital status, alienage, or any other factor rendered unlawful by federal, state or local law

Investigations

All complaints will be investigated expeditiously by Doro Human Resources. The results of the investigation will be discussed with the complainant soon after a thorough investigation has been completed. Doro Human Resources is empowered to recommend remedial measures based upon the results of the investigation, and DRG ownership will promptly consider and act upon such recommendation. When a complaint is made, Doro Human Resources will have the duty of immediately bringing all sexual harassment and retaliation complaints to the confidential attention of Ownership and Company counsel, if decided.

Follow up Procedure

A member of the Doro Human Resources team will meet with the complainant in a reasonable period of time to confirm that the situation has been rectified and no additional harassment or retaliatory conduct has occurred.

Doro Human Resources will maintain a file of the original charge and follow up on the investigation. Such files will be available upon request to any agencies legally determined to review such information.

Employees who are dissatisfied with Doro Human Resource's resolution of a sexual harassment complaint may file a complaint with DRG Ownership. No employee will be subject to any form of retaliation for pursuing a sexual harassment complaint. If we become aware of any retaliatory activity, appropriate corrective action will be taken.

Cooperation

An effective sexual harassment policy requires the support and example of DRG personnel in positions of authority. The restaurant agents or employees who engage in sexual harassment or retaliation or who fail to cooperate with DRG sponsored investigations of sexual harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, Managers and Directors who refuse to implement remedial measures, obstruct the remedial efforts DRG employees, or retaliate against sexual harassment complainants or witnesses may be immediately sanctioned by suspension or dismissal.

Resolution

If a harassment investigation determines that inappropriate and/or unlawful harassment has occurred, the Company will take specific action reflecting the severity of the offense. Any employee determined to be responsible for harassment will be subject to appropriate corrective action, up to and including termination of employment. In addition, appropriate action will be taken to prevent any future harassment.

What do I do if a customer or outside person sexually harasses me?

DRG will not tolerate the harassment of its employees. Immediately notify the manager on duty. You have a choice to remain or remove yourself from the situation. Once notified, the manager on duty will take appropriate action based on the severity of the conduct to alleviate the problem. Such actions may include declining to serve the offending customer, requesting that they leave DRG's premises, and, if necessary, contacting the appropriate authorities.

Your Rights: DRG encourages all employees to report any incidents of harassment or discrimination immediately, using the complaint procedures described above. To maintain a safe and healthy workplace, it is essential that individuals inform management when they witness or are subjected to harassment and/or discrimination. DRG cannot take corrective action if it is not informed of the problem. As such, please report any suspected harassment or discrimination so DRG can address the situation quickly and effectively. Using our complaint process does not prohibit you from filing a complaint with the CHRO or with the EEOC. If the harassment occurred prior to October 1, 2019, you have 180 days to file a complaint with the CHRO. If the harassment occurred after October 1, 2019, you have 300 days to file.

Sexual Harassment Training

In the 2019 legislative session, the Connecticut General Assembly passed and the Governor signed Public Acts [19-16](#) and [19-93](#), which together constitute the Time's Up Act.

Among other changes to the CHRO process, this legislation establishes new rules and requirements regarding sexual harassment training and education. These provisions and requirements went into effect October 1, 2019. The language, which applies to employers which have three or more employees, includes:

- Employers will be required to provide to a new employee a copy of information regarding the illegality of sexual harassment and remedies available to victims.
- Employers must provide all existing employees with two hours of training. This recently was extended due to the COVID-19 Pandemic.
- Employers must provide two hours of training and education to new employees hired on or after October 1, 2019 within six months of their start date.
- Employers must provide periodic supplemental training not less than every ten years.

In accordance with these provisions and requirements DRG requires a mandatory sexual harassment training. A certificate of this sexual harassment training will need to be provided within 60 days of employment to your general manager.

CHRO Sexual Harassment Prevention Training (English & Español) – Link- [HERE](#)

2.3 Workplace Violence and Prevention

DRG maintains a ZERO TOLERANCE policy regarding workplace violence. As such, any person who violates these guidelines will be subject to termination. Violations include making a threat of violence or committing a violent act.

All employees, including managers, should always be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. We prohibit firearms, weapons, and other dangerous or hazardous devices and substances from the premises of the restaurant.

DRG will not tolerate any conduct that threatens, intimidates, or coerces another employee, guest, or member of the public at any time, including off-duty periods. The restaurant is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to your manager. This includes threats by employees as well as threats by guests, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible.

Be sure to report any suspicious person or activity as soon as possible to a manager. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening. We will promptly, thoroughly, and effectively investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person who made the report will fully be protected. Each restaurant shall take all appropriate and necessary action to maintain workplace safety and the integrity of its investigation.

If you are having a dispute or differences with another employee, we encourage you to discuss it with your manager or area director before the situation escalates into potential violence. The restaurant is eager to assist in the resolution of employee disputes, and we will not discipline an employee for raising these types of concerns.

2.4 Drug-Free /Alcohol-Free Environment

DRG is committed to maintaining a work environment that is free from the use, sale, possession manufacture or distribution of controlled substances or drugs, including improperly obtained prescription drugs, stimulants and performing enhancers, and free from the abusive use of legal drugs, including recreational marijuana or alcohol. Abusive use of legal drugs includes alcohol, recreational marijuana medication that was prescribed to you by your doctor that you are using in a way that alters your judgement or your performance or hinders your ability to do your job duties to the best of your ability. With regard to legal prescription drugs, including medicinal marijuana or related products, the Drug Free Work-Place policy does not apply to legally prescribed medical marijuana or an employee's status as a qualifying patient. However, if you come to work impaired, use medical marijuana while on the job or during work hours, or you pose a danger to yourself, co-workers or guests due to abuse of legal prescription drugs, including marijuana, you will be asked to leave.

The use, sale, or possession of narcotics, drugs, or controlled substances while on the job or on Company property is strictly prohibited and is a dischargeable offense. Any illegal substances may be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Any employee who reports to work under the influence of alcohol, drugs (including marijuana) or controlled substances (even if prescribed), or who consumes alcohol, drugs or controlled substances that are not validly prescribed and/or are impaired by such controlled substances (even if prescribed), on the job or during breaks is subject to discipline, up to and including termination. DRG reserves the right to require that an employee submit to a test to determine the presence of alcohol, (including marijuana) or controlled substances when DRG has reasonable suspicion the employee is under the influence of drugs or alcohol while at work. Among other things, reasonable suspicion may be based upon the employee causing, contributing to or being involved in an accident while on Company premises. Refusal to submit to such a test, or a positive test result, will result in disciplinary action, up to and including termination. Failing a drug and/or alcohol test may result in termination of employment.

2.5 Open-door Policy

The Company has an open-door policy and takes employee concerns and problems seriously. The Company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management. Employees who have concerns should report the matter to their manager on duty. If they are uncomfortable doing so, they may contact Human Resources or Scott Miller directly.

Someone is always available to speak and provide assistance to our employees. Furthermore, we encourage our employees to provide feedback, thoughts, and ideas that may be beneficial to our growth or will better our Company.

2.6 Immigration Compliance

The Company is committed to complying with federal laws and regulations concerning verification of employment eligibility and record-keeping for employees hired to work in the United States. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States on their first day of employment with the Company. Anyone with questions regarding any aspect of employment and/or identity verification should contact your General Manager.

Section 3 – Company Policies and Procedures

3.1 Rules of Professional Conduct

The Company expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action, up to and including termination.

3.2 Hygiene, Employee Appearance, Uniforms and Required Equipment

Hand Hygiene

Please wash hands with soap and water for a minimum of 20 seconds after smoking, eating, handling soiled plate ware, glasses, silverware, trash, or soiled linen. Please keep your hands away from your hair, face, or mouth.

Employee Appearance

An employee's personal appearance is as important to us as the appearance of the restaurant and food preparations. The appearance of our employees should reflect the care we put into our overall product. When employees look neat and crisp, so does the Company.

- Everyone is required to be well groomed, clean, and consistent in his/her day-to-day appearance.
- Long hair must be neatly combed or brushed (long hair must be tied back off your shoulders).
- Fingernails must always be trimmed and clean.
- Facial hair, if worn, must be well-groomed
 - Well-groomed beards and mustaches are permitted (no in-process facial hair).
- Perfume or cologne may not be worn as its aroma interferes with our guests' enjoyment of their food and wine.
- Unpleasant body odors will not be tolerated; this includes cigarette, pipe or cigar smoke, stale liquor or bathroom odors.
- Makeup should be carefully and minimally applied (that is, no heavy eyeliner, colored eye shadow, obtrusive nail polish).
- Shoes must be professional, black, and shined at all times. Sneakers are not permitted.
- For purposes of safe service, jewelry must be kept to a minimum. Employees are limited to one, non-dangling earrings in each ear. Small hoop earrings are acceptable as long as the diameter is no larger than the size of a nickel.
- No facial rings or visible body piercing are permitted.

- A conservative appearance is consistent with the ambiance that we have created. Tattoos should not be visible.
- Rope or hemp jewelry is prohibited.

Uniforms

All employees of DRG are required to be in full uniform during all work hours. Employees are required to arrive and to leave in full uniform. Each location will provide specific details regarding the required uniform.

Required Equipment for Servers

Servers are required to have a wine opener. It is the employee's responsibility to be properly equipped at the start of each shift with 3-4 regulation pens, \$25 change bank, and corkscrew.

3.3 Paychecks and Taxes, Garnishments

Doro Restaurant Group follows state and federal minimum wage regulations. Hourly employees who work in excess of forty (40) hours per week will be paid an overtime hourly rate of one and one-half times the employee's regular rate of pay.

The company issues all paychecks through direct deposit. The workweek runs Monday through Sunday with paychecks issued weekly on Friday. The paycheck will reflect work performed for the work week prior to the pay period. Paychecks include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, contributions to benefit plans. Employees may contact their General Manager to obtain the necessary authorization forms requesting additional deductions from their paychecks.

Servers/Bartenders who earn any cash tips will be responsible for 100% tip reporting at the end of each shift.

Notify a supervisor if the paycheck appears to be inaccurate or if it has been misplaced. Advances on paychecks are not permitted. Information regarding final paychecks can be found under the termination section of this handbook.

Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to your General Manager immediately.

In the event an employee opts out of direct deposit and insists on receiving paper checks, the company reserves the right to assess a \$25 fee for reissuing checks. If a paper check is lost or damaged and requires a stop-payment, a \$35 reissue fee may be applied.

Employees who come to the building on their day off for paychecks may not look for managers in public areas.

These rules are strictly enforced. There are no exceptions.

Garnishments

All garnishments are deducted from paychecks as mandated by law.

3.4 Social Media Policy

The Company understands that social media can be a fun and rewarding way to communicate with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. **Refrain from using social media while on work time unless it is work-related and authorized by a manager.**

To assist employees in making responsible decisions about the use of social media, the Company has established these guidelines for appropriate use of social media. This policy and its guidelines apply to all employees who work for Doro Restaurant Group:

SOCIAL MEDIA GUIDELINES

In the rapidly expanding world of electronic communication, *social media* can mean many things. *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 website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication. The same principles and guidelines found in the Company's policies apply to employees' activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. 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, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read this Social Media Policy, the Equal Employment Policy, the Non-Harassment/Non-Discrimination Policy, and the Code of Professional Conduct and ensure your postings are consistent with these policies. Postings that may include maliciously defamatory remarks, unlawful harassment, and threats of will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Responsible

Use your best judgment and exercise personal responsibility. Take your responsibility as stewards of personal information to heart. Integrity, accountability, and respect our core values. We trust and expect you to exercise personal responsibility whenever you participate in social media or other online activities. Remember that there can be consequences to your actions in the social media world—both internally, if your comments violate Company policies, and with outside individuals and/or entities. If you are about to publish, respond or engage in something that makes you even the slightest bit uncomfortable, do not do it.

Also, we encourage you to try to resolve all differences with an individual, organization, or even the Company through direct communications with the individual, organization, or Company. Remember, the Company has an Open-Door policy. It can be used to try to resolve differences with the Company, management, or even your co-workers. We encourage you to try to use the Open-Door policy. It works!

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that are maliciously defamatory, that are obscene, that disparage customers, that attack the Company's product, or that might constitute unlawful harassment. Examples of such conduct might include false posts meant to intentionally or maliciously 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 Company policy.

Be Honest and Accurate

The best practice is to check your facts before 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 and deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow employees, customers, suppliers, or people working on behalf of the Company or competitors.

Post Only Appropriate Content

Maintain the confidentiality of the Company's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, techniques, technology and recipes.

FTC regulations require persons with a material interest to disclose their association with a Company if they give a testimonial or other product endorsement. Do not give a product testimonial, endorse the Company's product, or otherwise publicize or promote the Company in any way without identifying yourself as a Company employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company 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 the Company, customers, or its suppliers. If you do publish a blog or post on-line related to the work

you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. 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 [the Company].”

Retaliation Is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment.

3.5 Privacy

The restaurant conducts electronic workplace monitoring to help ensure quality control, employee safety, security, and guest satisfaction. The computer equipment, systems, and Internet access that employees may use are always the property of the restaurant. Therefore, we have the right to monitor computer activities. We also have the right to retrieve and read any computer files or data that are composed, sent, or received through internet connections or stored in our computer systems.

Because we consider security breaches very serious, if you improperly use or disclose trade secrets or confidential business information or misuse of computer for any other benefit and breach of our cyber patrol security, you will be subject to disciplinary action up to and including termination and legal action, even if you do not benefit from the disclosed information.

All restaurant properties are monitored by cameras. These cameras are set up all over the restaurant. At no time may you obstruct or tamper with this equipment. Any action of this nature may lead to termination.

3.6 Personnel Files

The Company maintains a personnel file for each employee in accordance with state law. These files are kept confidential to the most possible extent. Employees may review their personnel file upon request in the presence of a Company representative up to two times each year.

Additionally, employees have a right to receive a copy of their personnel file upon written request. Employees are allowed to submit a written statement explaining any discrepancies or disagreements with the contents of the file in question. The written statement will become a permanent part of the file.

It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the Company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

Per Connecticut law, medical information will be kept in a separate file, as will any information pertaining to disciplinary investigations.

3.7

Fraternization Policy

To avoid the appearance of favoritism and to ensure effective, efficient, and objective management, managers are prohibited from supervising subordinate employees with whom they have a close economic, social, or family relationship.

Economic relationships--managers may not supervise a roommate, landlord, tenant, creditor, or debtor.

Social relationships--managers may not supervise an individual with whom they are engaged in a romantic relationship, an intimate relationship, or who is a close friend.

Family relationships--managers may not supervise a spouse, parent, child, sibling, aunt, uncle, or in-law.

Managers are responsible for disclosing the existence of any of the aforementioned prohibited relationships. If an individual with whom a manager has such a prohibited relationship applies for employment with Doro Restaurant Group, the manager should disclose the relationship as soon as he/she learns of the application. Managers should not engage or seek to engage subordinate employees in social or economic relationships. If a prohibited relationship is disclosed in a timely fashion, the Company will assess the situation and determine what action, if any, is required. Concealing a prohibited relationship may subject the manager and the employee to discipline, up to and including termination.

3.8 **Outside Employment**

Employees may maintain outside employment provided it does not interfere with their ability to perform their duties at the restaurant or with meeting our scheduling requirements.

All employees are expected to meet the same standards of performance and availability, regardless of outside commitments. If outside employment negatively affects job performance, reliability, or the restaurant's operational needs, which may change over time, you may be required to discontinue the outside employment in order to remain employed here.

Any outside employment that creates an adverse impact on the restaurant will be considered a conflict of interest.

3.9. **Non-Disclosure**

It is vital to the interests and success of the restaurant that we protect our confidential business information and trade secrets. Confidential information includes, but is not limited to, the following examples:

- Training Materials
- Recipes
- Computer programs and codes
- Guest Information and profiles
- Financial information
- Marketing strategies

- New materials research
- Research and development strategies

Because we consider security breaches very serious, if you improperly use or disclose trade secrets or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

Nothing in this policy is designed to limit an employee's rights under Section 7 or 8(a) of the National Labor Relations Act, including discussing wages or other terms of employment.

3.10 Phone Use

Company phones are not to be used for personal matters. Doro Restaurant Group will not accept personal calls for employees. Hosts are instructed to inform callers that personal calls for staff are not permitted. Employees are responsible for making sure family and friends are aware of this policy. In the event of an emergency, any personal calls during a shift must be approved by the manager on duty.

Cell phones must be turned off and stored away during shifts. Employees may not make or receive calls, send messages, or have their phones visible at any time while working. If you need to use your phone during a shift, prior approval from the manager on duty is required.

The use of Apple Watches, smartwatches, earbuds, AirPods, or any similar devices is not permitted at any time while on duty.

3.11 Smoking/Vaping Policy

Effective November 1st, 2010, no employee shall smoke during MEAL service periods. (10:30am to 3:00pm and 4:30pm to 10:00pm) Violation will result in termination of employment and no warnings will be issued.

- Employees who have smoked must wash hands before returning to work.
- It is the employee's responsibility not to blow smoke where it sticks to your uniform and smells. Those employees who enter the restaurant smelling like smoke will be asked to go home.
- No cigarettes or cell phones should be carried on your uniform during work
- Smokers are expected to brush their teeth and wash their hands before returning to work.

Doro prohibits smoking and the use of electronic nicotine and cannabis delivery systems and vapor products in any area of any business under the employer's control. Also, any outdoor smoking must be at least 25 feet away from the building.

3.12 Commitment to Service

Every employee of the restaurant is expected to uphold our commitment to making guests the top priority at all times. The pace and flow of business may change before, during, or after a shift, and employees must be flexible in adapting to these needs.

All team members are expected to give their best effort by going above and beyond to ensure an outstanding guest experience. If a situation arises where you need support, you are encouraged to seek guidance from management to help deliver the level of service we expect.

Employees will be held accountable for contributing to a positive, memorable experience for every guest.

3.13 Cash and Charge Handling Policy

Cash and Charge Handling

The clear and stated policy of Doro Restaurant Group is that all employees who handle cash and charges are responsible for those transactions. Please read the following list of responsibilities as they relate to all transactions.

Payment by Personal Check

The manager on duty must approve all payments by personal check.

Cash Outs

Each server is responsible for all cash and charges that appear on their cash-out report at the end of each shift. The server at the end of that shift must pay all cash/charges reported on the cash-out report. All cash/charges over the amount on the cash-out report must be given to the manager on duty to be kept until the problem is satisfactorily resolved.

Improperly “Split” Checks

Guest checks that are split improperly by a server will invariably be disputed by the customer who was billed twice. When this happens, the server that made the error will be held responsible and may be subject to discipline, up to and including termination.

Gift Certificates

If a gift certificate is accepted by a server that is either past its expiration date or that is redeemed at a value greater than the face value, the server will be held responsible and may be subject to discipline, up to and including termination.

House Charges

Any transaction that is tendered to a house charge must have the name of the guest and the name of his/her Company (where applicable) clearly and legibly written on the guest check. Servers will be responsible and may be subject to discipline, up to and including termination, for any checks that are tendered to house charges that are not collectible due to the lack of this information. A list of house accounts and corresponding account numbers can be found behind the bar.

Parties that Leave Without Paying

Servers will be held responsible and may be subject to discipline, up to and including termination, for all transactions that are not paid by customers who walk out if the problem is not brought to a manager's attention within 15 minutes of the last transaction on that check.

Customers Without Payment

If a customer states they do not have a form of payment when the check is presented, the server must notify a manager immediately. This step is critical to ensure the situation is handled appropriately. If a manager is not informed within 15 minutes of the customer claiming they are

unable to pay, the server may be held responsible and subject to disciplinary action, up to and including termination.

Potential Non-Paying Customers

If an employee suspects that a customer may not have the means or intention to pay, the situation must be brought to a manager's attention immediately so it can be addressed promptly and appropriately.

Check Transfers

If an item is improperly moved from a check or improperly transferred from a bar check to a dining room check and the customer is not charged, the server will be held responsible and may be subject to discipline, up to and including termination.

Gift Cards

The following procedures will be followed in handling the sales and recording of all gift card transactions. Gift cards represent cash value and should therefore be handled like actual cash. The person selling the gift card is responsible for recording the transaction and handling the cash or charge. If a charge or a gift card is lost, the person who handled the transaction will be held responsible and may be subject to discipline, up to and including termination.

Employee Cash-Out Procedures

Handling cash and charge transactions is a critical responsibility for every employee. Accuracy and organization are essential when completing all required paperwork. At the end of each shift, employees will be provided with a cash-out envelope, which must be filled out completely, sealed, and include all required cash-out information. Failure to properly handle cash or charge transactions may result in disciplinary action, up to and including termination.

When completing cash-out at the end of a shift, employees must follow these steps:

- Organize all paperwork, gift certificates, checks, and cash.
- Complete the cash-out envelope in full.
- Total all charge tips and reconcile them with the cash-out tape.
- Place all paperwork and cash in the envelope in the following order:
 - Cash-out tape
 - Cash
 - Gift certificates/Dining card receipts
 - Checks
 - House charges
 - MasterCard/Visa
 - American Express/Discover
 - Promos
- Cash tickets

The manager must be informed immediately of any missing paperwork. The manager will also review all side work and closing duties. Each cash-out envelope must include the closing manager's initials. Employees may leave only after the manager has verified the envelope's contents against the cash-out report.

3.14 Responsible Alcohol Service and Consumption Policy

As an employee of the restaurant, it is required that you fully understand and adhere to the following alcohol policies every time you serve alcohol in this restaurant.

Alcohol Service and Employee Conduct

- Alcohol will not be served to underage guests. Identification must be requested from anyone who appears to be under 21.
- Alcohol will not be served to intoxicated guests under any circumstances.
- Managers will conduct ID spot checks throughout each shift.
- Servers and bartenders must immediately report any suspicious alcohol consumption or attempted purchase to the manager on duty.

Employee Alcohol Policy

- Consumption of alcohol by employees while on the premises during a shift is strictly prohibited and will result in immediate termination.
- Employees of legal drinking age may only consume alcohol in tasting quantities during formal wine or beverage tastings, and only when a manager is present.
- Employees are not permitted to sit at the bar before, during, or after their shift. On personal time, employees may sit at the bar but must not distract bartenders or interfere with service to guests.
- Giving away unauthorized free or discounted beverages is grounds for immediate termination.

Bar Access

- Only managers, bartenders, and, when scheduled, barbacks may go behind the bar.
- Off-duty employees, including bartenders and barbacks, are not permitted behind the bar under any circumstances.
- Employees are welcome to enjoy the bar as guests on their days off, provided all policies are followed.

IN CONNECTICUT NO PERSON UNDER THE AGE OF 21 SHALL BE PERMITTED IN THE BAR/LONGE AREA UNLESS ACCOMPANIED BY A PARENT LEGAL GUARDIAN, OR SPOUSE OVER THE AGE OF 21.

The only acceptable forms of identification for the purchase of alcoholic beverages in Connecticut are:

- Motor Vehicle (including motorcycle) operator's license that contains a full-face photograph (any state).
- Identity Card issued by Department of Motor Vehicles
- Military ID card
- Passport
- Alien registration card

3.15 Punch-In and Punch-Out Policies

Employees are responsible for clocking in and out accurately at the start and end of each shift, as well as for all breaks. Employees may only clock in and out for themselves—clocking in or out for another employee is strictly prohibited.

All punches must be punctual and truthful. If an employee forgets to punch in or out, or if there is an error, it must be reported to a manager immediately. Repeated errors, failure to follow procedure, or falsifying time records may result in disciplinary action, up to and including termination.

3.16 Gum Chewing

Employees are not permitted to chew gum in the dining room or bar area of any of DRG's restaurants or marketplaces.

3.17 Off-Duty Conduct

Doro Restaurant Group employees are expected to demonstrate civility, professionalism and integrity when conducting all Company business. For its continued success, Doro Restaurant Group must maintain positive relationships with customers, vendors, suppliers and the public. Inappropriate, rude, or unprofessional employee conduct that jeopardizes these relationships, the dining experience of Doro Restaurant Group's customers, or that defames Doro Restaurant Group's reputation will not be tolerated regardless of whether the conduct occurs on-duty or off-duty. Always remember that as an employee of Doro Restaurant Group you are representing the Company on and off the clock. Doro Restaurant Group trusts that its employees will make ethical, legal, and responsible decisions. However, if the Company learns of off-duty employee conduct that places Doro Restaurant Group, its customers, vendors, or suppliers at risk, or that prevents an employee from fulfilling his/her job duties effectively, Doro Restaurant Group may take appropriate action to correct the situation. Corrective action may result in discipline, up to and including termination.

3.18 Off-Duty Socializing

Employees are welcome to visit the restaurant as guests on days they are not scheduled to work. To maintain professionalism and protect the guest experience, the following guidelines apply:

- Employees must not wear their uniform while off duty.
- Attire should reflect the same or higher standard than that of our guests. Casual clothing such as jeans, shorts, tank tops, and baseball hats is not permitted.
- Employees may not enter back-of-house areas while off duty.
- Employees must not interfere with the duties of staff members who are working.

When consuming alcohol as a guest, employees are expected to act responsibly and respectfully. Loud or disruptive behavior, discussing workplace matters in front of guests, or questioning the authority of the Manager on Duty will not be tolerated.

Violations of this policy may result in disciplinary action, up to and including suspension or termination.

3.19 Solicitation

Trespassing, solicitation, or distribution of literature on Company property by non-employees is strictly prohibited. Employees are not permitted to solicit on Company property during working time. *Working time* refers to periods when an employee is expected to be performing job duties and does not include breaks or other non-working periods, whether paid or unpaid.

Employees may not distribute literature of any kind in working areas at any time, nor may they distribute materials in non-working areas during working time. Prohibited materials include, but are not limited to, advertisements, handbills, and unauthorized notices.

This policy is not intended to restrict or interfere with employees' rights under Section 7 or 8(a) of the National Labor Relations Act, including the right to discuss wages, hours, or other terms and conditions of employment.

3.20 Gratuities

Reporting Gratuities

The Internal Revenue Service requires that 100% of an individual's gratuities be reported as income. Doro Restaurant Group will report 100% of all retained gratuities generated through special events and credit card sales as your income. It is your responsibility to report all cash gratuities. Failure to report income is a crime that can cause legal action that might result in fines and even imprisonment.

We want to see our servers and bartenders rewarded for great service with great tips. We are genuinely pleased when a guest tips generously, and disappointed when an undeservedly low gratuity is received. Doro Restaurant Group realizes that high and low tips average out in the long run. It is inappropriate to discuss a gratuity (whether good or bad) during service. NEVER approach a guest regarding a gratuity. If you become concerned that a guest does not understand our tipping system you may inform your manager of the issue in a discrete manner away from our guests. The manager will decide how to handle each situation based on their discretion.

Bar Teams

Teams that work individual bar stations pool their cash tips at the end of a shift. One person from the bar team will be designated by a manager to count the cash tips and divide them equally between all of the team members. Any person who knowingly holds back gratuities meant for the pool will be terminated.

3.21 Meal & Break Policy

In accordance with Connecticut law, employees scheduled to work seven and one-half (7.5) or more consecutive hours are entitled to a 30-minute, unpaid, uninterrupted meal break. This break must occur after the first two hours and before the last two hours of the scheduled shift. Hourly employees must punch out for this meal break.

Meal periods are scheduled by management in order to meet business needs. If you experience difficulty taking your meal period as scheduled, you must notify your manager immediately. Employees may voluntarily choose to waive their 30-minute meal break by signing a written waiver, as permitted by Connecticut General Statute § 31-51ii(e). A waiver remains in effect until the employee provides written notice to management, reinstating their right to take a meal break.

Doro Restaurant Employees (On Shift)

Team members working at Doro Restaurant locations receive a discount on food while working a scheduled shift.

- Team members receive 50% off one shift meal while working.
- The meal must be consumed during the employee's break or outside of working time.
- Employees must be clocked out while consuming their meal.
- This discount applies only during scheduled work shifts and is not valid before or after the shift unless approved by management.
- Employees scheduled for shifts that qualify for a 30-minute meal break may voluntarily waive the meal break by completing a Meal Break Waiver Form in accordance with this policy and Connecticut law.

Catering & Events Employees (On Shift)

Due to the nature of off-site events and event-based work:

- Catering and Events team members are provided a meal during their shift when working an event or catering assignment.
- When a meal break is taken, employees must clock out in accordance with company policy and applicable law. Specific meal timing and availability may vary based on the event schedule and operational needs.
- The provided meal is not a substitute for required meal breaks under Connecticut law.
- Employees scheduled for shifts that qualify for a 30-minute meal break may voluntarily waive the meal break by completing a Meal Break Waiver Form in accordance with this policy and Connecticut law.

Doro Marketplace Employees

Meal and break periods at Doro Marketplace are structured differently from restaurant operations due to the nature of café service.

- Team members receive a discounted shift meal, regardless of shift length, which may be eaten on-site before or after a shift or taken home.
- Team members must be clocked out while consuming their shift meal.
- Shifts over 5.5 hours include one 15-minute paid break when business volume allows.
- Shifts exceeding 7.5 hours qualify for a 30-minute unpaid meal break in accordance with Connecticut law.
- Employees who wish to voluntarily waive their meal break may do so by completing a Meal Break Waiver Form.
- Hourly Managers may take paid breaks but must remain on duty and in the building to assist when needed.

Employee Discounts- Doro Marketplace (On Shift)

Doro Marketplace team members receive a discounted meal during each shift, along with beverage discounts based on position.

- Salaried and Hourly Managers: 100% discount on up to two meals per day.
- Hourly Team Members: 50% discount on one food item and one espresso-based beverage.
- Additional beverage discounts vary by role
 - o Salaried Managers- 100% on all beverages, excluding bottled beverages.
 - o Hourly Managers- 100% on All Draft, Drip Coffee and Espresso drinks. (All Bottled Beverages excluded. No discount given)
 - o Hourly Team members- 100% on All Draft beverages and Drip Coffee up to 2 per shift. (All Bottled Beverages excluded. No discount given)

Dining at Doro Restaurants (Off-Duty Only)

All Doro Restaurant Group employees who wish to dine at any Doro Restaurant Group full-service restaurant on their own time are eligible for a 20% discount for themselves only. This

discount is valid for dine-in service only and does not apply to takeout or to-go orders. The employee dining discount does not apply to Doro Marketplace locations.

This discount must be verified by your General Manager in advance of the reservation. Employees may note their employment with Doro Restaurant Group when making the reservation, but the discount will only be honored once verified by their General Manager. Any questions regarding employee dining discounts should be directed to Human Resources, the Chief Operating Officer (COO), or Ownership. Misrepresentation of employment status or abuse of this benefit may result in disciplinary action, up to and including termination. Employees using their dining discount are not eligible to sit in bar areas.

3.22 Employer-Sponsored Health Benefits

Doro Restaurant Group currently offers employer-sponsored health insurance, which includes medical, dental, vision, and hospital indemnity coverage. These benefits become available 60 days from an employee's date of hire, and if they choose to enroll, coverage will begin on the first day of the following month and are offered to employees who are eligible under the Affordable Care Act (ACA).

To be eligible for employer-sponsored health benefits, employees must average 30 or more hours per week, as defined by ACA regulations for full-time status. This average includes hours worked as well as paid time off. We review hours on a monthly basis to determine eligibility.

Maintaining eligibility requires continuing to average at least 30 hours per week. We conduct open enrollment once a year. Employees who are eligible at that time will be notified and given the opportunity to enroll or make changes to their coverage. For more information, please contact Human Resources.

3.23 401(k) Retirement Benefit

Doro Restaurant Group offers a 401(k)-retirement savings program to support employees in planning their long-term financial goals. After completing one year of employment, eligible employees may participate in the plan and make voluntary contributions through payroll deduction.

The company provides an employer match of 100% of your contributions, up to 3% of your pay. Employees are encouraged to take full advantage of this matching opportunity to maximize their retirement savings. Further details regarding plan enrollment, contribution options, and vesting schedules are available in our brochure. For a copy of the brochure, please contact Human Resources.

Section 4 – Attendance and Scheduling Policies

4.1 General Attendance

Work hours may vary depending on work location, job responsibilities and business flow and needs. Doro Restaurant Group does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance no less than 2 hours prior to

their scheduled shift, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action, up to and including termination.

4.2 Tardiness

Punctual and regular attendance is a fundamental responsibility of every employee at DRG. Employees are expected to arrive on time, prepared to work, and remain for their entire scheduled shift. Any arrival after the scheduled start time is considered tardy. While occasional delays may occur, excessive tardiness or absences are disruptive and may result in disciplinary action, up to and including termination. Late arrivals, early departures, and unscheduled absences place additional burdens on coworkers, supervisors, and ultimately affect our guests' experience.

The goal of this policy is to support the smooth and efficient operation of the restaurant by minimizing unscheduled absences. If you are running late, need to call out, or are requesting approval for a shift change or swap, you must have a live conversation with the Manager on Duty by calling the restaurant. After speaking directly with a manager, you are required to follow up with an email or text confirming the details.

4.3 Excused Absence

An absence will be considered *excused* only if all of the following conditions are met:

1. The employee provides sufficient notice (at least 12 hours) to their Manager.
2. The reason for the absence is determined to be credible and acceptable by the Manager.
3. The absence request is formally approved by the Manager.
4. The employee does not have a history of excessive absences.

For purposes of evaluating excessive absences, DRG uses a calendar year as the measurement period.

4.4 Excessive Absence

Excessive absence is unacceptable and may result in termination. DRG defines excessive absence as any combination of six attendance-related infractions within a one-year period. Infractions include tardiness (arriving even one minute past the scheduled start time), unexcused absences (when the conditions for an excused absence are not met), excused absences that occur too frequently, or leaving a scheduled shift early.

4.5 No Call/No Show (NCNS)

A no call/no show occurs when an employee fails to report to work and does not notify the restaurant of the absence. This is a serious violation of company policy. Depending on the circumstances, a first offense may result in a final written warning or immediate termination. A second, separate offense will result in termination without additional disciplinary steps. Any no call/no show extending beyond one day will be considered job abandonment and will result in immediate termination.

4.6 Excused Prolonged Absence

An absence of three or more consecutive scheduled workdays due to illness or injury will be classified as an excused prolonged absence only if the employee provides acceptable medical documentation from a licensed healthcare provider. The documentation must verify the nature of

the condition, confirm whether and when the employee is expected to return to work, and specify the employee's ability to perform essential job functions with or without restrictions.

It is the employee's responsibility to submit this documentation to DRG in a timely manner. Failure to provide acceptable medical verification may result in the absence being deemed unexcused and may subject the employee to disciplinary action, up to and including termination of employment.

If work restrictions are issued by a healthcare provider, DRG will determine, in accordance with applicable law, whether reasonable accommodation can be made. If accommodation is not possible, DRG is not required to provide work hours until the employee is able to return to work without restrictions.

4.7 Part-Time Status

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 30 hours receive part-time classification.

4.8 Scheduling

Availability is a key factor in employment at DRG. Weekly schedules are created based on the needs of the restaurant and employee availability. Schedules will be posted no later than Thursday of the week prior, whenever possible.

Time-In

Employees must arrive on time and fully prepared to work. "On time and ready to work" means being groomed, dressed in full uniform, and at your work location before the scheduled start of your shift. Employees not in full uniform and prepared to work at the start of their shift will be considered tardy, and time-in will not be recorded until they are ready.

Time-Out

Servers are scheduled with open-ended end times. Cooks, dishwashers, and other staff have defined end times, but business needs may require adjustments. Management reserves the right to extend or shorten shift hours depending on business volume.

Schedule Requests

Schedule requests must be submitted at least two weeks in advance. Requests are not guaranteed and will be approved based on business needs. While we strive to accommodate employee availability, guest service remains our top priority.

Shift Expectations

Employees are expected to arrive 10–15 minutes early to gather any necessary equipment and be in full uniform when punching in. Employees not in uniform at punch-in will be considered late. Repeat tardiness or failure to follow timekeeping expectations may result in disciplinary action, up to and including termination.

Inclement Weather

DRG takes pride in maintaining full service during inclement weather. Employees who believe traveling to work would pose a safety risk must contact a manager directly.

Substitutions

Employees may not trade or substitute shifts without manager approval. Management reserves the right to deny requests based on business needs or employee performance.

Sick Employees

Doro Restaurant Group cares about the health and safety of both employees and guests. Employees who are ill and unable to work are expected to notify their manager as soon as practicable, and at least two (2) hours before the start of their scheduled shift, whenever possible. If the need for leave is foreseeable, advance notice should be provided when possible. If an employee is absent due to illness or injury for more than three consecutive days, DRG reserves the right require documentation from a licensed healthcare provider to verify the need for continued absence and confirm the employee's ability to return to work.

Employees will not face disciplinary action or retaliation for the lawful use of PTO. However, misuse of PTO or failure to follow reasonable notification procedures may result in disciplinary action.

Replacing Sick Employees

Employees may be called to cover for a fellow employee who is sick on a day or for a shift that they were not scheduled to work. Employees who are called are expected to make a reasonable effort to be available for that shift.

4.9 Holidays

The operating schedule of Doro Restaurant Group will reflect the scheduling and business needs of the Company. We will be open on most federal, bank and school holidays with normal operating hours.

Section 5 – PTO & Leave Policies

5.1 Paid Time Off (PTO)

PTO Policy- Hourly Employees (Non-exempt)

Doro Restaurant Group provides Paid Time Off (PTO) in a single bank that combines vacation and sick time. PTO gives employees flexibility to take time off for rest, illness, travel, or emergencies, while ensuring compliance with CT Paid Sick Leave Law.

- This policy follows a calendar year, running from January 1 through December 31, with accruals and carryover limits resetting at the start of each year.
- PTO is accrued for each pay period based on hours worked.
- New employees begin accruing PTO on their first day of work, but may not use it until they have completed 120 calendar days of employment.
- PTO is tied to the specific location where an employee works. PTO cannot be transferred or combined across locations (unless granted by the COO or Owners).
- Employees may roll over up to 40 hours of unused PTO into the next calendar year.
- PTO is earned only when actively working. It is not earned during unpaid leave or while on disability benefits.

Requesting PTO

Employees can view their current PTO balance on their paystubs through the isolved mobile app. All PTO requests must be submitted in the app. PTO requests should be entered at least 30 days in advance so the General Manager can review and approve the request based on business needs.

For unplanned absences, such as illness or emergencies, employees must first notify their General Manager, shift manager, or chef at least 2 hours before their scheduled shift. Once the absence is reported, the employee should enter the PTO request in isolved as soon as they are able. PTO is not considered approved until the General Manager has confirmed it in isolved.

Additional Rules

- PTO is earned for each pay period and credited to the employee's PTO bank.
- Employees who resign with notice may not use PTO during their notice period.
- If an employee quits, their PTO balance resets. PTO does not carry over if rehired.
- Accrued and unused PTO is not paid out upon termination (voluntary or involuntary).

Accrual Rates by Tenure

Tenure	Accrual Rate	Approx. Annual PTO (40 hrs/week)	Equivalent in Days	Max PTO Use Allowed
Hire date - Year 1	1 hour per 30 hours worked	~69 hours	~8.5 days	Up to 40 hours
After 1 full year	1 hour per 26 hours worked	~80 hours	~10 days	Up to 80 hours
After 3 full years	1 hour per 20.8 hours worked	~100 hours	~12.5 days	Up to 100 hours
After 5 full years	1 hour per 17.33 hours worked	~120 hours	~15 days	Up to 120 hours

Vacation Policy- Salaried Employees (Exempt)

Salaried Employees are eligible for paid vacation based on their length of continuous full-time service with Doro Restaurant Group. Vacation time is granted on an anniversary (hire date) basis, front loaded each year once eligibility is met.

Vacation may not be used until the manager has completed six (6) months of full-time employment.

Years of Full-Time Service	Annual Vacation Benefit
Year 1 (after 6 months)	40 hours (1 week)
Year 2 through 5	80 hours (2 weeks)
After 5 full years	120 hours (3 weeks)
After 10 full years	160 hours (4 weeks)

Guidelines for Vacation

- Submit vacation requests to the Chief of Operations and the office at least 30 days in advance. Approval is based on business needs and staffing levels.
- Vacation and other time off may not exceed seven (7) consecutive days without written approval from Ownership.
- Plan vacations carefully to avoid busy periods (especially Thanksgiving through New Year).
- Vacation balances do not carry over from year to year, and unused vacation has no cash value at termination. Employees are encouraged to plan and schedule vacation in advance to ensure time is used.
- Managers hired mid-year may receive a prorated vacation balance for the remainder of the calendar year.

Sick Days Policy- Salaried Managers (Exempt)

Managers receive five paid sick days (40 hours) each calendar year, front-loaded on January 1. Managers hired mid-year may receive a prorated balance. Sick leave is separate from vacation time.

If a manager is absent for six or more days (48 hours or more) in a calendar year, Ownership or Human Resources will review the situation. Absences beyond this limit, or frequent short call-outs, may be considered **excessive** and could result in salary reduction or other disciplinary action. Additional time beyond the five paid days may be taken from vacation (if available) or as unpaid leave.

For absences lasting more than three (3) consecutive days, or after an employee has used five (5) days (40 hours) of sick leave in a calendar year, Doro Restaurant Group reserves the right to require documentation from a licensed healthcare provider for absences of more than three (3) consecutive days, or in cases of excessive or patterned absenteeism.

Guidelines for Sick Leave:

- Notify the COO and the office as soon as possible- ideally 24 hours before the scheduled shift- by speaking directly with them (text or email alone isn't enough).
- When feasible, assist in finding qualified coverage, subject to approval.

5.4 State and Federal Family and Medical Leave Act

Introduction

This policy governs family and medical leave in accordance with the CT FMLA and the federal Family Medical Leave Act ("federal FMLA"), which entitle eligible employees to take job protected leave for specified family and medical reasons. The Company complies with its FMLA obligations.

In general, when an employee requests FMLA leave, the Company will separately determine the employee's rights (if any) to such leave under the respective state law (CT FMLA) and federal law (the federal FMLA), and the employee will receive whichever is most advantageous to the employee. However, if the law permits the Company to count any FMLA leave toward an employee's entitlement under both the federal and the state laws, then the Company will do so.

These laws are very complicated, and it is impossible to write a policy that addresses every situation that may arise. If an employee has any questions about this policy or about his or her entitlement to FMLA leave in any specific situation, please contact the Vice President of Manufacturing.

Eligibility

To be eligible for job protected leave under the CT FMLA, an employee must have worked for the Company for **at least 3 months** preceding the leave, but does not need to have worked a specific number of hours or made a specific amount of money for the Company.

To be eligible for job protected leave under the federal FMLA, an employee must have worked for the Company for at least 12 months, and must have completed at least 1,250 hours of work for the Company in the 12 months preceding the leave.

Qualifying Reasons for Leave

Family and Medical Leave may be taken for the following reasons:

1. The birth of a child and to care for the newborn child within 1 year of birth.
2. The placement of a child with employee for adoption or foster care and to care for the newly placed child within 1 year of placement.
3. Because of the employee's own serious health condition.
4. To care for a family member with a serious health condition.
5. To serve as a bone marrow or organ donor (per CT FMLA only).
6. If an employee is experiencing family violence, the employee may apply to take up to 12 days of leave (per CT FMLA only).
7. For Qualifying Exigency Leave arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty, or has been notified of an impending call or order to covered active duty in the armed forces.

Note: A "qualifying exigency" must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) childcare and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities, 8) other activities arising out of the covered military member's active duty, subject to agreement between the Company and the employee.

8. For Military Caregiver Leave to care for a spouse, son, daughter, parent or next of kin who is a current member of the armed forces and injured during active military duty. Military Caregiver Leave may be taken when the employee must be absent to care for a spouse, son, daughter, parent or next of kin who is a service member undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status or on the temporary disability retired list, for a serious illness or injury incurred in the line of active duty in the armed forces.

Note: Per the CT FMLA, an eligible employee taking Military Caregiver Leave is entitled to a one-time benefit of 26 work weeks of leave during any 12-month period for each armed forces member per serious injury or illness incurred in the line of duty.

Definition of Serious Health Condition

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, nursing home, or residential medical care facility; or
- Continuing treatment, including outpatient treatment, by a health care provider; or
Note: under federal law, continuing treatment, including outpatient treatment, by a health care provider must have incapacity of more than three full consecutive calendar days or
- Any period of incapacity because of pregnancy or prenatal care; or
- A chronic condition or a long-term condition under the continuing supervision of a healthcare provider.

Definition of Family Member

Under the CT FMLA, "family member" means a spouse, sibling, child, parent, grandchild, grandparent (as defined), or an individual related to the employee by blood, or affinity, if the employee can show a close association to be the equivalent of those family relationships. The determination of "related by affinity" is necessarily situation specific and governed by the circumstances of the individuals involved.

The definition of "family member" under the federal FMLA is more restrictive than the definition under CT FMLA. It is limited to the spouse, son, daughter, parent or next of kin of a service member. As stated above, if both the CT FMLA and the federal FMLA are applicable in a situation, the Company will apply the CT FMLA definition.

Amount of Leave Taken and How Time Period Measured

The amount of family medical leave taken by an employee may not exceed the maximum set according to law.

- a) Pursuant to the CT FMLA, family medical leave may not exceed:

- (1) 12 work weeks in a 12-month period for most FMLA reasons.
- (2) An additional 2 weeks of leave in addition to the 12 weeks for an aggregate total of up to 14 weeks may be available if, during pregnancy, a healthcare provider determines that an individual has a serious health condition that results in incapacity.

- (3) Up to 26 weeks of leave if taking FMLA for Military Caregiver Leave.
- (4) A maximum of 12 days of leave may be used if taking CT FMLA leave because of family violence.
- b) Pursuant to the federal FMLA, family medical leave may not exceed:
 - (1) 12 work weeks in a rolling 12-month period for most FMLA.
 - (2) But note: Up to 26 weeks of leave is available if taking FMLA for Military Caregiver Leave.
- c) Federal and CT FMLA Leaves Run Concurrently: If an employee is eligible for, and entitled to, FMLA leave under both the CT FMLA and the federal FMLA, the leaves under both statutes run concurrently and the leave period is limited to a total of 12 weeks, 14 weeks or 26 weeks as applicable and set forth above. To further clarify, the leave periods run together at the same time, not separately. An employee eligible to take both leaves must take them at the same time, not CT FMLA leave for 12 weeks before federal FMLA leave for 12 weeks or vice versa.
- d) How the Company Measures the 12 Month Period: The Company measures the relevant 12-month period by looking forward from the date an employee first uses any such FMLA leave.
- d) What Happens if Both Spouses Are Employed by Company: If spouses both work for the Company and each spouse is eligible to take FMLA leave, the combined amount of leave they may take is limited to 12 workweeks during any 12-month period if leave is taken for the birth, adoption or placement of a foster child, or to care for a sick family member. However, under Military Caregiver Leave, spouses are entitled to a TOTAL of 26 weeks in a 12-month period.

Employee Notification of Need for Leave

Employees must, if possible, notify the Company in writing of their need for FMLA leave not less than 30 days prior to the date the leave is to commence. If the need for leave cannot be anticipated, the employee must notify the Company in writing as soon as practicable, but not less than 2 working days after learning the need for leave. Please contact Human Resources for a copy of the form you must complete when requesting leave.

Certification of a Serious Health Condition

The Company requires employees requesting FMLA leave to provide a certification supporting entitlement to the leave. No later than fifteen (15) days after the Company requests certification of a serious health condition, the employee must provide the Company with a written certification from the employee's or relative's health care provider indicating the reasons for the leave, including the date the condition began, and the anticipated length of the leave. An appropriate form for this certification may be obtained from Human Resources.

The Company requires employees on FMLA leave to provide recertification of the serious health condition justifying their need for continued leave every 30 days after the initial certification. An employee's failure to timely provide adequate certification or recertification according to the Company's requests may result in termination of the employee's leave and/or lead to disciplinary action.

The employee's or employee's family member's health care provider (the "employee's provider") makes the initial determination whether the employee or family member has a serious health condition. If there is a question about this determination, the Company may, at its own expense, obtain a second opinion from a provider that the Company does not regularly use. If the opinion of the second provider conflicts with the employee's provider, then a third opinion can be obtained,

at the Company's expense, from a health care provider mutually agreed to by the Company and the employee. The third opinion shall be final and binding. An employee's failure to submit to a medical exam for purposes of certification upon the Company's request may result in the termination of leave, or delay the commencement of such leave, and/or subject the employee to disciplinary action.

The Company's Responsibilities

The Company must determine an employee's eligibility for FMLA leave. Once the Company becomes aware that an employee's need for leave is for a reason that may qualify under CT FMLA and/or the federal FMLA, it will notify the employee if the employee is eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities. The Company will also notify the employee of the amount of leave the employee is entitled to take and how that leave is counted against the employee's leave entitlement through Company policies. If the employee is not eligible for FMLA leave, the Company will provide an explanation for ineligibility.

Intermittent or Reduced Schedule Leave

FMLA taken for purposes of birth, adoption or foster placement may be taken on an intermittent or reduced schedule basis only with the prior approval of Human Resources. FMLA taken in connection with a serious health condition may be taken on an intermittent or reduced schedule basis only if the health care provider certifies it is medically necessary. Qualifying exigency leave relating to a covered family member's military service may be taken on an intermittent basis subject to certification.

Employees are expected to schedule medical treatment for themselves and/or their family members so as to have the least practicable intrusion on the Company's business operations, provided that the health care provider approves. The Company may reassign an employee to an equivalent position better able to tolerate leave taken on an intermittent or reduced schedule basis.

Use of Company Provided Paid Leave During FMLA Absence

The Company requires all employees taking FMLA leave to concurrently exhaust all Company-provided paid leave entitlements (for example PTO time), provided however, that employees may retain at least 2 weeks of accrued paid time off available under a Company policy pursuant to the CT FMLA. When such Company- provided paid leave is exhausted, the remaining FMLA leave is unpaid by the Company. To the extent that the employee is eligible for other leave or benefits, those benefits will run concurrently with FMLA leave if applicable. Employees may also be eligible for income replacement benefits from the Connecticut Paid Leave Authority during their FMLA absence. (See section below for more information)

Income Replacement Benefits Which May Be Available through the Connecticut Paid Leave Program

For informational purposes only, the CT FMLA entitles eligible employees to receive income-replacement benefits from the Connecticut Paid Leave Program while on approved CT FMLA leave, or while on leave under the Connecticut Family Violence Leave Act. The Connecticut Paid Leave Program is administered by the Connecticut Paid Leave Authority ("CPLA") and not the Company. Eligible employees are responsible for applying to the CPLA for income-replacement

benefits. The Company has no responsibility to apply for, determine eligibility for or to pay for income-replacement benefits under the CT FMLA. Consult ctpaidleave.org for more information.

How FMLA Leave Affects Your Benefits

If an employee is enrolled in the Company's health insurance plan prior to commencing leave, the Company will continue to pay its share of the cost of the employee's current health (medical and dental) coverage during the approved FMLA leave, as if the employee were actively at work. The employee will continue to be responsible for the employee's portion of the cost and the Company will collect payment for the cost from the employee while the employee is on FMLA leave as described below. The employee should discuss logistics for the collection of premiums while out on FMLA leave with Human Resources prior to commencing leave or, if that is not possible, as soon as practicable.

For any periods when the employee is receiving paid leave from the Company concurrently with FMLA Leave, employee payments for medical and dental coverage will be withheld from pay just as during active employment. If the employee is out of work on FMLA leave but is not being paid by the Company, the employee must make payments to the Company for the employee's portion of the health insurance cost at least every two (2) weeks or arrange a payment schedule agreed upon by the Company. The Company will notify employees on FMLA leave of the required amounts and payment dates. Failure to make a payment within thirty (30) days after the payment due date may result in loss of coverage. The Company has no obligation to continue an employee's health insurance coverage and/or to pay any premiums if an employee does not return to work following the expiration of the time approved for FMLA leave or the maximum period of FMLA leave approved by law (whichever date is earlier).

Employees will not accrue PTO during any periods of FMLA leave. However, such leave periods will be treated as continued service for the purpose of calculating pension and retirement plan vesting and eligibility.

Returning To Work

At least once a month during a Family and Medical Leave, the employee must provide a status report on his or her status and intent to return to work to Human Resources.

An employee returning from FMLA leave taken because of his or her own serious health condition must provide a return to work ("fitness for duty") certification from the attending health care provider prior to returning to work.

An employee returning from FMLA Leave must contact Human Resources at least two (2) weeks prior to the date of return. The employee will be restored to the same position held before the leave, or to an equivalent position, with no loss of seniority or benefits accrued before the leave commenced. However, if a leave qualifies only under federal law, a "key employee" – i.e., a salaried employee who is among the most highly paid 10% of our employees within 75 miles of the employee's worksite – may be denied reinstatement if reinstatement would cause substantial economic injury to the Company. "Key" employees will be given written notice that they qualify as "key" employees at the time they give notice of their need for FMLA leave, or when the leave commences, if earlier.

If an employee advises the Company during FMLA leave that he or she is not returning to work, his or her employment will be terminated. Such termination of employment may, if the employee

has maintained health insurance coverage during the FMLA leave, constitute a qualifying event entitling the employee to COBRA insurance continuation coverage rights.

The Company may recover from the employee any health insurance premiums (or portions of such premiums) the Company paid during FMLA leave if the employee fails to return to work upon expiration of the leave, unless the reason for not returning is the employee's continued need for absence due to the serious health condition of the employee or his/her family member, or other circumstances beyond the employee's control.

No Work While On Leave

The taking of another job while on Sick Leave, FMLA Leave or any other authorized leave of absence may be grounds for immediate termination of employment. If you are not able to work at the Company, you are not permitted to work elsewhere during such leave periods.

No Retaliation

The Company will not retaliate against any employee for requesting, applying for or using FMLA leave for which the employee is eligible. An employee has a right to file a complaint with the Labor Commissioner for any violation of C.G.S. sections 31-51kk to 31-51qq, inclusive, and 31-51ss.

Determination of Employment Status When Totally Disabled

For employees who become totally disabled and are unable to perform the essential functions of their job for a period which exceeds the applicable FMLA period or, in order to maintain workplace efficiency, the employee's employment will terminate, so long as permitted by all applicable laws. This applies to all injuries and illnesses that result in a total disability that prohibits the performance of the essential job functions of the employee's job and restricts the employee's ability to work for more than the applicable maximum FMLA time period and/or as required by applicable law. Any employee who sustains a totally disabling injury or illness and is subsequently terminated from employment may reapply for employment if the employee's condition improves and the employee is certified by a doctor as able to return to work.

Please contact Doro Human Resources with additional questions or concerns regarding the FMLA, CTFMLA and CTPL, and/or the usage thereof.

5.5 Jury Duty Time Off

It is part of our duty as citizens to fulfill jury duty commitments as necessary. If you are called for jury duty, please inform your supervisor immediately so your work assignment can be covered and provide Doro Restaurant Group with a copy of the summons. Employees are required to contact their respective supervisor after completing jury duty each day to advise of the status of the jury duty. Provided that you give your supervisor court documentation indicating your jury duty has been served, Doro Restaurant will pay you as required by the law of the jurisdiction in which you serve. For those full-time employees serving in Connecticut, you will receive from Doro Restaurant your regular daily rate of pay (excluding overtime) for all missed shifts in the first five days of jury duty, unless Doro Restaurant Group is excused from doing so upon written application to and approval from the Chief Court Administrator per the laws of the State of Connecticut. Doro Restaurant will not penalize an employee because he or she is required to attend jury service.

Beginning on the 6th day of jury service, all jurors are paid \$50.00 per day by the state, regardless of their employment status. If you do not work full time the state of Connecticut—not Doro Restaurant Group—may reimburse you up to \$50.00 per day for out-of-pocket expenses for the first five days of jury service. Out-of-pocket expenses include childcare, parking, and transportation costs. In order to request a reimbursement you must complete a State of Connecticut Reimbursement Form (available online from the State) and return it to the court. Proper documentation of expenses may be required as well. An employee serving jury duty on a normally scheduled day off is not eligible for compensation for that day. Please see Doro Human Resources for more information.

5.6 Military Leave

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor. Military leave is granted on an unpaid basis [if leave is on a paid basis, indicate the maximum number of days of paid leave to be provided by the Company].

Employment benefits continue in effect during military leave. Medical insurance will be continued for short-term or reserve training only up to a maximum of two weeks. The employee must make arrangements with the Benefits Administrator for payment of the continued group insurance contribution prior to the start of the leave. Should an employee sign up for an extended duration, they will be given the option of continued medical coverage under the Consolidated Omnibus Budget Reconciliation Act (“COBRA”).

Leaves of absence without pay will also be granted for employees to participate in training courses, whether required or on a voluntary basis, by the National Guard or other reserve units of the U.S. armed forces. Such leaves will not affect the employee's PTO or holiday entitlement under the Company policies in effect at the time.

When leave is for an extended period, the employee's name will be removed from the payroll as of the last day worked. However, service time credit will continue to accumulate during the term of the leave.

Upon return with an honorable discharge, an employee may be entitled to reinstatement, and any applicable job benefits they would have received if present, to the extent provided by law.

5.7 Victim of Domestic Violence Leave

Employees who are the victims of family violence will be supported by the Company to the greatest extent possible under the law. If you are a victim of family violence, you may take unpaid time off to seek medical or psychological care, or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, relocate or to participate in any civil or criminal proceeding related to or resulting from family violence.

You are entitled to up to twelve (12) days of unpaid leave per calendar year under this policy. Employees may apply any unused PTO or sick days to their leave. Income Replacement Benefits may also be available through the Connecticut Paid Leave Program during such leave.

If leave under this policy is foreseeable, you should provide reasonable notice of your intention to use such leave. If the need for such leave is not foreseeable, you should provide as much notice as is practicable. The Company may request a police or court record related to the family violence or a signed, written statement that you are a victim of family violence, provided such statement is from an employee or agent of a victim services organization, an attorney, an employee of the Judicial Branch's Office of Victim Services or the Office of the Victim Advocate, or a licensed medical professional or other licensed professional from whom the employee has sought assistance. All information provided to the Company relating to this type of leave will be held in confidence, to the extent required by law. The Company will not discriminate or retaliate against employees who take leave under this policy.

5.8 Leave to Appear as a Victim of Witness in a Criminal Proceeding

We encourage crime victims, including victims of domestic violence, and witnesses to appear for and participate in criminal proceedings and police investigations. The Company will comply with all applicable federal, state and local laws regarding leave to appear as a victim or witness in conjunction with a criminal proceeding. All requests for such leave will be treated confidentially on a need-to-know basis. The Company will not discriminate or retaliate against employees who take leave under this policy.

When possible, the employee must provide a copy of the written notice of the proceeding to the Company. All requests for such leave will be treated confidentially on a need-to-know basis. The Company will not discriminate or retaliate against employees who take leave under this policy.

5.9 Leave of Absence

Regular full-time employees may request an unpaid leave of absence. A request for a leave of absence must be submitted in writing in advance to the employee's immediate supervisor.

Leave of absences that are granted are unpaid. Continuation of employee benefits during a leave of absence will be addressed on an individual basis, as required by law.

Section 6 – Work Performance

6.1 Expectations

The Company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

6.2 Reviews

The Company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The Company uses performance reviews as a tool to determine pay increases, promotions, and/or terminations.

All performance reviews are based on merit, achievement and other factors that may include, but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with Company policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at-will relationship with the Company.

Forward any questions about performance expectation or evaluation to the manager conducting the evaluation.

6.3 Insubordination

Managers, supervisors, and employees should interact with mutual respect and common courtesy. Employees are expected to take instructions from managers and supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a manager or supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met, and accusations of insubordination are avoided.

Section 7 – Discipline Policy

7.1. Grounds for Disciplinary Action

The Company reserves the right to discipline and/or terminate any employee who violates Company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline, up to and including termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this Company does not tolerate. These actions include, but are not limited to:

- Irregular attendance; excessive or unexcused absenteeism or tardiness;
- Inefficiency or negligence in performing job duties; failure to adequately perform job duties;
- Permitting avoidable waste of material or supplies; carelessness; poor workmanship

- Violation of health, housekeeping or safety and security rules and procedures, including but not limited to littering grounds or work areas
- Smoking in unauthorized areas
- Visiting, loitering, loafing during working time; disturbing other employees at work
- Boisterous or disruptive activity in the workplace including but not limited to engaging in gossip, spreading of rumors, horseplay, and the use of obscene, abusive, or offensive language
- Unauthorized solicitation of employees on behalf of any merchant, club, individual society, political party, or religious group during working time, whether for membership, subscription, or payment of money
- Repeated failure to properly complete time cards
- Unauthorized posting, removing, or defacing material from bulletin boards
- Completing another employee's time record; altering any time record
- Creating a disturbance; fighting; illegal or violent activity
- Falsifying Company records, including but not limited to using a manager's password without express approval from the manager assigned to the password
- Destroying, damaging, defacing or theft of Company property equipment, devices or assets;
- Unauthorized use of Company property, equipment, devices or assets;
- Removing Company property without prior authorization or disseminating Company information without authorization;
- Arriving at work under the influence of alcohol or illicit controlled substances; the use, sale or dispensing of drugs or alcohol on Company premises; reporting to work in a manner unfit to perform work duties
- Being under the influence of a controlled substance or alcohol while at work
- Insubordination or refusal to comply with directives, including but not limited to refusing to obey directions to work in a temporary capacity in another position or to drive another Company vehicle
- Sleeping on the job
- Unauthorized departure from Company property or assigned work sites
- Theft of Company or personal property; failing to conduct or maintain inventories
- Possession or use of firearms, lethal devices, knives, martial arts equipment, or other weapons on Company premises or in the course of performing Company duties
- Other conduct which interferes with, or is contrary to, the objectives of the Company, its operation or reputation, or creates the appearance of impropriety
- Lying;
- Falsification, misrepresentation or omission of information, documents or records;
- Engaging in acts of discrimination or harassment in the workplace;
- Disclosing confidential or proprietary Company information without permission;
- Falsifying injury reports or reasons for leave;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with Company policies, procedures, standards or expectations.

The Company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act or modify the Company's employment-at-will policy.

7.2. Performance Improvement Notice (PIN)

A Performance Improvement Notice (“PIN”) is intended to provide employees who are not meeting DRG policies or performance expectations with an opportunity to improve. Employees placed on a PIN will be required to meet with their supervisor at least twice per month during the designated improvement period.

These meetings will include feedback, coaching, and additional training as needed. At the conclusion of the PIN period, the employee’s performance and overall employment status will be reevaluated based on the results of the plan.

7.3 Disciplinary Procedures

Disciplinary action is one of several options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, performance improvement notices, suspension, demotion, discharge, transfer or some other disciplinary action, in no particular order. The course of action will be determined by the Company at its sole discretion as it deems appropriate.

Section 8 – Employee Health and Safety

8.1 Workplace Safety and Injuries

The Company takes every reasonable precaution to ensure employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Each employee is responsible for helping prevent accidents by using all safety and protective equipment provided, maintaining work areas in a safe and orderly condition, and reporting unsafe practices or conditions to a manager immediately.

In the event of an accident or injury, employees must notify a manager immediately, regardless of how minor the injury may seem. This ensures that appropriate medical attention can be provided if necessary and that the incident is properly documented.

DRG provides workers’ compensation coverage in accordance with Connecticut law for all work-related injuries and illnesses. Employees should not attempt to file claims on their own. Instead, all claims must be initiated through management to ensure proper handling and timely processing.

As DRG maintains a zero-tolerance workplace violence policy, employees are prohibited from making threats against anyone in connection with work or engaging in violent behavior while employed by the Company. Any questions regarding safety practices should be directed to your General Manager.

8.2. Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and Company property. Report any suspicious activity to a supervisor immediately.

8.3 Emergency Procedures

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a manager may authorize employees to reenter.

8.4 Food Born Illness Exclusion Reporting & Form 1B

In accordance with Connecticut Department of Public Health regulations, all employees must complete and sign Form 1-B (Conditional Employee or Food Employee Reporting Agreement) upon hire. This form requires employees to disclose any medical conditions or exposures that may increase the risk of transmitting foodborne illness.

Employees must notify the Manager on Duty immediately if they experience any of the following conditions:

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Sore throat with fever
- Lesions containing pus on the hand, wrist, or an exposed body part (such as boils or infected wounds, however small)

Employees must also report if they, a household member, or a close contact has been diagnosed with, or exposed to, any of the following:

- Typhoid fever (*Salmonella Typhi*)
- Shigellosis (*Shigella* species)
- *Escherichia coli* O157:H7 (*E. coli*)
- Hepatitis A virus

Due to the severity of these illnesses, medical clearance from a licensed healthcare provider may be required before returning to work.

Link to Form 1-B- [HERE](#)

Section 9 – Termination Policies

Employee terminations are generally classified as voluntary (initiated by the employee) or involuntary (initiated by the Company).

Employees who separate from the Company will receive their final pay in accordance with applicable state law. Employees should consult with their supervisor regarding receipt of their final pay.

No PTO benefits or other accrued benefits are payable in either voluntary or involuntary terminations. Upon termination, employees must return any Company property in their possession, including this employee handbook, aprons, pagers, tools, parts, keys, and any computer equipment or components supplied by the Company. These items must be returned promptly, or appropriate legal action will be taken. All rights and privileges of employment with the Company terminate upon the date of separation.

9.1 Voluntary Termination

The Company recognizes that personal situations may arise which require voluntary termination of employment. Should this occur, the Company requests that the employee provide two weeks advance notice in writing. This request does not alter an employee's at-will relationship with the Company.

9.2 Involuntary Termination

Employment with the Company is on an at-will basis and may be terminated involuntarily at any time for any reason or no reason, with or without notice.

9.3 COBRA Continuation of Health Benefits

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. For more information regarding COBRA health insurance benefits, see your General Manager.

9.4 Exit Interview

The Company may request an exit interview upon notice of termination. The purpose of the exit interview is to complete the necessary forms, collect Company property, and discuss employment experiences with the Company.



ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This handbook is presented to provide you with information about your employment with Doro Restaurant Group. It has been prepared as a guide and reference only. This handbook is not a contract either express or implied. Doro Restaurant Group adheres to the policy of employment-at-will, which means that either you or Doro Restaurant Group may terminate your employment at any time, for any reason, with or without cause and with or without notice.

Doro Restaurant Group reserves the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time and at its sole discretion. Doro Restaurant Group's policy of employment-at-will, however, may only be modified by a formal contract, signed by both the employee and the Company's Chief Operations Officer, evidencing the Company's intent to enter into a contract of employment.

Employee's Name
Employee's Signature
Manager's Signature
Date