

Dear Fellow Employee:

LEE'S FOOD MART is proud of its many accomplishments since founding August, 1988, and of the people who make it a successful organization and a great place to work.

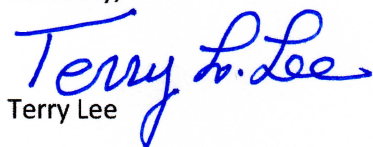
To our current employees, your dedication and acceptance of responsibilities have enabled LEE'S FOOD MART to continue to build a fine record.

To those of you who are new to LEE'S FOOD MART, I extend a warm welcome. Whatever your job description may be, your performance will contribute to the overall success of the Company.

This handbook describes some of your responsibilities as an employee of LEE'S FOOD MART and outlines our policies, programs, and benefits. You should become familiar with the contents of the Employee Handbook; it will answer many of your questions concerning employment at LEE'S FOOD MART

I hope your employment with LEE'S FOOD MART will be challenging, enjoyable, and rewarding.

Sincerely,



Terry Lee

President and CEO

## **CUSTOMER RELATIONS**

**OUR CUSTOMERS ARE THE MOST IMPORTANT PEOPLE IN OUR BUSINESS. ALL OF OUR EFFORTS SHOULD FOCUS ON CUSTOMER SATISFACTION. EMPLOYEES SHOULD ALWAYS PROJECT AN IMAGE OF ENTHUSIASM, COMPANY PRIDE, COURTESY, AND MOST OF ALL, APPRECIATION. OUR BUSINESS CAN SUCCEED ONLY IF WE SATISFY OUR CUSTOMERS.**

**IF YOU ARE UNABLE TO SATISFY A CUSTOMER, PLEASE REQUEST A ZONE MANAGER'S ASSISTANCE.**

**NEVER ARGUE WITH A CUSTOMER, REGARDLESS OF THE INDIVIDUALS BEHAVIOR.**

## NEW HIRE REQUIRED FORMS

A NEW HIRE Packet will be provided with the following required forms:

1. Handbook. Must be signed and dated.
2. Form W-4. This form must be completely filled out and signed.
3. Form I-9. This form must be completely filled out and signed.
4. Proof of Residency. List is provided of acceptable forms of identification.
5. New Hire Reporting. This form must be completely filled out and signed.
6. Every employee must have an email address for communication and payroll administration. **NO EMPLOYEE WILL BE ADDED TO PAYROLL WITHOUT A VALID EMAIL ADDRESS.**
7. Automatic Deposit Information. Provide bank routing number and checking account number; OR savings account number; OR if using a cash card, we must have the correct account number (the account number is NOT the number on the card, you can get the correct account number wherever you purchased the cash card) \*\*\*\*\***PAYROLL DEPARTMENT MUST HAVE ALL INFORMATION IN THE OFFICE ON MONDAYS, IF NOT, CHECKS WILL BE ISSUED THE FOLLOWING PAY PERIOD.**
8. Check stubs and W2's will only be available online at: [workforce.intuit.com](https://workforce.intuit.com)

## PERSONAL INFORMATION

Due to governmental regulations and general business demands, we are required to maintain certain personal information on each employee. We ask that you notify the Personnel Office if there is a change in:

1. Address and/or telephone number
  2. Marital status
  3. Legal Name
  4. Dependents or beneficiary listed on insurance policy
  5. Number of dependents for tax withholding
  6. Person to notify in emergency
  7. Licensed driving privileges (suspension, revocation or restrictions)
  8. Medical conditions which may affect work performance
- **THIS INFORMATION WILL BE HELD IN STRICT CONFIDENCE.**

## INTRODUCTORY PERIOD

Each new employee of the company is hired on a 3-month trial basis. This policy gives the employee time to evaluate employment at the Company as well as gives the Company time to appraise you as an employee in the position for which you were hired. During this period, you should learn the

requirements of the job, demonstrate your ability to meet these requirements and become familiar with the policies and procedures. You should promptly discuss any questions about your work or about policies and procedures with your Zone Manager. At the end of this trial period, you and your Zone Manager will make an evaluation of your work and recommend your status. Unless the Company feels that you are not suited for the job, or feels that the probation period should be extended for an additional period, you will be considered on regular employee status. Employees who do not receive a satisfactory evaluation and endorsement may be given, if the circumstances warrant, additional time in 30-day increments to demonstrate their ability to successfully do the job. If an employee's performance has been unsatisfactory during the probationary period, their employment may be terminated without notice.

Warnings to employees are documented as well as any disciplinary action that would be necessary. However, disciplinary action may take place even though an individual has no previous warning or disciplinary action on record. Continued employment is at the pleasure of the Company, with terminations possible with or without reasons at any time. At all times, including after successful completion of the introductory period, employment with the Company is considered to be at-will, and the employment relationship may be terminated at any time for any lawful reason by either party.

### **WORKING HOURS**

Hours of work vary by position. Your Manager or Zone Manager will provide you with your specific work schedule including breaks.

Your work schedule may be changed from time to time, as needed, to meet the needs of our business. Your Manager or Zone Manager will advise you of any schedule changes.

### **BULLETIN BOARDS**

A company bulletin board will display all "required by law" documents under federal and state laws. Bulletin board will also be used to post in-house job openings or notices of Company-sponsored events.

### **EMPLOYEE CONDUCT**

LEE'S FOOD MART makes an effort to treat all employees equitably and to administer procedures consistently. When performance is unsatisfactory, or when employees violate policies and procedures, disciplinary action may be taken. Examples of disciplinary action include but are not limited to: verbal warnings, written warnings, suspension, and termination of employment. The nature of the disciplinary action will depend upon the circumstances of the particular problem or violation. LEE'S FOOD MART

specifically reserves the right to discipline an employee as it seems appropriate, including termination of employment.

### **PARKING**

You may use the employee parking area at your own risk and you should keep your vehicle locked. LEE'S FOOD MART assumes **NO** liability for any damages to or theft of employee vehicles or personal property.

### **PERSONAL USE OF TELEPHONE/PERSONAL MAIL/PERSONAL VISITS**

During work hours, we are committed to completing our work duties with as few interruptions as possible. Personal telephone calls, social visits, and the receipt of personal mail detract from your ability to accomplish goals. We will contact you if you receive an emergency telephone call and take messages for you in non-emergency situations, provided they do not prove to be repetitive. Social visits should be scheduled during breaks. Employees are not allowed to receive mail at work.

### **SECURITY**

The physical security of the Company as well as the safety of our employees is important. All Company property that can be secured with a lock, such as equipment, doors, files, desks and gates should be locked when not in use. At the end of each day, **all locks should be secured.**

**NO GUNS** on site. Cashiers and Managers are not allowed to have a weapon on site while they are on the clock. Vehicles are subject to search at any time. Vehicles can only be searched by Zone Managers, or other designated personnel. Cashiers and Managers are not allowed to search another employee's vehicle.

Company security is critical. Employees are not to share any security information that has been given to them by the Company, i.e., Keys, Alarm Codes, etc.

Managers are expected to test the VCR and DVR Security System at least twice a month. This is to ensure they are working properly.

### **ACCIDENT REPORTING**

Store Managers: when an employee or a customer gets hurt on Company property, an **ACCIDENT INCIDENT REPORT or EMPLOYEE INCIDENT REPORT (DEPENDING UPON SITUATION) MUST BE FILLED**

**OUT. NO MATTER IF IT'S A ROBBERY OR AN INJURY TO A CUSTOMER OR EMPLOYEE (WHETHER THE CUSTOMER OR EMPLOYEE REFUSES TO GO TO THE HOSPITAL). A COPY OF THAT REPORT MUST BE SENT TO THE OFFICE OF THE GENERAL MANAGER AND A COPY KEPT IN YOUR FILES.** The General Manager will call the insurance company **ASAP** and tell the insurance company what has happened. **ALSO, IF POSSIBLE, GET THIS ON A DISC OR JUMP DRIVE FROM YOUR SECURITY CAMERA.**

### **EMPLOYEE SUGGESTIONS**

We always welcome suggestions on how we can improve our efficiency and productivity. If you have suggestions, please let us know. Such suggestions may save the company money and/or time.

### **POLICY MAKING**

No Cashier or Manager is allowed to "Create" a Policy. All policies are made by select personnel.

### **EQUAL EMPLOYMENT OPPORTUNITY**

LEE'S FOOD MART is an equal opportunity employer and does not discriminate against any employee or applicant because of race, religion, age, sex, national origin, disability or in any other manner that violates the law.

### **PERSONAL RECORDS**

Confidential personnel files and records, including medical information, are maintained for each employee and are the property of the Company. Such confidentiality will be maintained in accordance with applicable legal and medical requirements.

Information contained in your personnel file will not be released to external sources unless clear, written permission to release specific information is obtained from you. With the approval of the General Manager, management employees who have an employment-related "need to know" may inspect an employee's file.

## EMPLOYMENT CATEGORIES

Full-time employees are scheduled to work 40 hours weekly. Regular full-time employees are eligible for benefits subject to the terms, conditions, and limitations of each benefit plan.

Part-time employees are not to work more than 28 hours a week. Part-time employees are not eligible for employee benefits.

## JOB DESCRIPTIONS/RULES

1. All employees are expected to be at work on time. When an employee reports to work, they should be ready to start work immediately.
2. All employees are under direct supervision of the store manager and is expected to follow the store managers and assistant managers instruction at all times.
3. All employees are expected to dress appropriately and to present a neat and clean appearance while at work. You will be issued a T-Shirt and nametag. These T-Shirts are important to our company image and we require you wear the T-Shirt every shift you work. Your nametag is to be on your T-Shirt and displayed in a prominent place. Do not write directly on the nametag. You are also to wear either Khaki (Tan) or Black color pants, shorts or skirts. Pants, shorts or skirts may be easy fitting but must fit properly. NOT SNUG FIT. Pants, shorts or skirts may be a cotton/polyester blend or Black Denim. Closed Toe Footwear.  
PANTS: Pants must be full length and reach the top of the shoe.  
SHORTS: Shorts are to be NO shorter than 3 inches above the knee.  
SKIRTS: Skirts are to be NO shorter than 1 inch above the knee.  
Pants, shorts or skirts are to be worn AT waistline NOT below the waistline.

**The following are NOT ALLOWED:**

**BAGGY PANTS: NOT ALLOWED**

**LEGGINGS: NOT ALLOWED**

**TIGHTS: NOT ALLOWED**

**STIRRUP PANTS: NOT ALLOWED**

**YOGA PANTS: NOT ALLOWED**

**HOLES, RIPS OR TORN CLOTHING: NOT ALLOWED**

4. No employee is allowed to play lottery while at the store in which they work at, on or off the clock. If any employee is found doing so, it will result in immediate termination.
5. All employees are expected to stock coolers, shelves and other display areas as necessary. Restrooms are to be checked frequently to ensure they are clean and adequately stocked. The store must be maintained for cleanliness. Spare time is spent in housekeeping of counters, aisles, shelves and receiving areas.
6. All employees will clock in, manually or automated time keeping system, at the time scheduled for their shift to begin and clock out when their shift is scheduled to end. There will be no one clocking in early or staying over, unless instructed by the store manager. You must personally clock yourself in and out, no one else is allowed to clock in and out for you. Clocking another employee in would lead to the employee's termination as well as the employee that requested

that an employee clock him/her in. You will not be paid for your time if you clock in early or stay late without managers approval. You will not be paid for any time written in unless it is approved by the Regional Manager. If you are going to be late for work, call the manager or employee working at the time to let them know and further arrangements will be made. No employee is allowed to work while off the clock. When the employees shift has ended, they must clock out and leave the premises.

7. No personal phone calls except for emergencies.
8. No employee will be permitted to bring their cell phone into the store while working except for the Store Manager, Assistant Manager and Regional Manager. Any employee using their phone while on the clock will be terminated.
9. No employee is allowed to have their boyfriend, girlfriend, friend(s) or relatives "hanging around" the store while the employee is working. These persons are welcome to come in and make a purchase but anything further is considered loitering and will not be accepted.
10. No employee will eat for free. You must have another employee ring purchase up, no matter what the purchase may be, at the time an item is taken and you must maintain a receipt for the purchase during the employee shift.
11. No employee, manager or regional manager is allowed to smoke inside the store. By law an employee must be 20 feet away from the store to smoke.
12. Payroll deposits require 3 to 5 working days to clear the bank. If your payroll has not cleared the bank within 5 days, please phone the office.
13. Each employee is responsible for keeping the office door locked during his/her shift. An employee that is found with the office door unlocked will be terminated immediately.
14. Each employee is responsible for keeping no more than \$250.00 in the cash drawer at any time. Keep a hidden area out of the cash drawer for surplus cash, such as large bills.
15. There is to be only one person in the cash drawer at any given time. If another employee gets into the cash register when it is not their shift, they will be terminated immediately. Each employee is responsible for making sure no one is in their cash drawer.
16. No cash back on credit or debit cards.
17. Checks can only be written for \$10.00 over purchase amount. DO NOT take checks for cash only, we are not a bank.

## **DAILY PROCEDURE/RULES**

### **MONEY BAGS/SHIFT DEPOSITS**

When your shift has ended, you must take your own deposit **DIRECTLY TO THE BANK**. There is to **NEVER** be any money left in the store. Each employee is held responsible for his or her money. Any employee who leaves a deposit in the store for the next person to take, will be terminated immediately.

### **REPORTS/INVENTORY**

Complete shift reports and account for inventory during vendor check-ins.

**TELE CHECK (where available)**

1. No starter checks (checks with no printed number).
2. No checks under the number 200.
3. No two-party checks.
4. No Code 3 or Code 4 checks.
5. Checks must be filled out completely and include a physical address and telephone number.
6. All checks must be processed thru the Tele Check machine, this includes employees and managers.
7. Do not accept checks that will not process electronically. If the check says keep for deposit, make sure it has a Tele Check approval code printed on the back of the check. If it does not, the employee or manager must be willing to stand behind the check. If the check is returned, this person will be responsible.

**FUEL DRIVE OFF POLICY**

It is company policy that gasoline and diesel sales be PRE-PAID or PRE-APPROVED. Any employee found in violation of the policy will be held responsible and may lead to termination. The employee is solely responsible to ensure that gasoline and diesel sales are PRE-PAID or PRE-APPROVED.

**GAS PUMP READINGS (only for the stores that must go out and read the pumps)**

Two people must go out and read the gas pumps, the person ending the shift and the person beginning the shift. DO NOT read the pumps together, this will not be accepted. If you are opening for the day, you will need to go out and reread the pumps before you sell any gas. When you complete the gas sheet you need to sign and date sheet to verify the numbers are correct.

**LOTTERY (CASH ONLY)**

Cash only for Lottery Tickets. We cannot accept checks, credit cards or debit cards for lottery tickets. CASH ONLY.

No employee is allowed to play lottery at the store in which they work at, on or off the clock. If any employee is found doing so, it could result in immediate termination.

**WAITING ON CUSTOMERS**

Gas and Grocery customers are to be waited on before Lottery customers.

Immediately greet every customer upon arrival in the store.

Assist customers in their needs and demonstrate concern.

Make sales transactions quickly and accurately.

Develop the ability of "Suggestive Selling."

### **UNDERAGE SALE OF CIGARETTES/TOBACCO/BEER**

State law strictly prohibits the sale of tobacco products or smoking paraphernalia to people under the age of 21 years old. **ALL CUSTOMERS MUST SHOW IDENTIFICATION.**

### **UNDERAGE SALE OF BEER (where beer is sold)**

State law strictly prohibits the sale of beer to any person under the age of 21. The state fines the employee. By Law, all employees **MUST I.D. ANYONE BUYING BEER, REGARDLESS OF AGE. NO EXCEPTIONS!!!!**

**IT IS OUR POLICY TO REFUSE THE SALE OF GASOLINE OR ALOCHOL TO ANY PERSON WHO APPEARS TO BE INTOXICATED. IF THERE WERE TO BE AN ACCIDENT AND IT IS PROVEN THEY PURCHASED GAS AT OUR LOCATION, THE CASHIER CAN BE HELD LIABLE.**

### **EMPLOYEE LIQUOR LIABILITY EMPLOYMENT AGREEMENT**

1. Employee understands that he/she is **REQUIRED BY LAW** to see Identification (ID) by every customer attempting to purchase beer. The employee must view the Identification (ID) for every customer, regardless of age or appearance of age. Failure to do so will result in fines to employee personally by the state.
2. Employee understands that the employer will only accept certain forms of personal identification: State issued Driver's License, State issued Identification Card, Permanent Residency Card, Military Identification Card and a Passport. These are all government issued forms of identification and will have a date of birth and a photo of the bearer. Remember, that if the Identification (ID) is expired, it is no longer valid.
3. Employee will not sell beer to any person that is not of legal drinking age at the time of sale.
4. Employee will not sell beer to any person who appears intoxicated or is acting disorderly.
5. Employee will not give away beer to anyone at any time.
6. Employee understands the state, county and city laws regarding the legal hour of the day during which beer may be sold to customers.
7. Employee will not purchase any beer from employer for the use of benefit of any underage person or intoxicated person.
8. Employee will not sell beer to any person, if believed it may be given or sold to an underage or intoxicated person.
9. Employee understands that if he/she does make an illegal sale of beer, he/she may be personally arrested and charged with a criminal offense. If he/she is found guilty he/she could be fined or jailed or both. Employee understands that he/she is personally responsible for attorney fees.
10. Employee understands that any infraction of employers' rules concerning the sale of beer could result in automatic termination.

11. Employee understands that his/her activities will be monitored by employer as well as by state and local law enforcement investigators.

## **STORE CLEANLINESS**

**Stores are to maintain a neat and clean appearance.**

1. Each store should have a "TO DO" list. This is to ensure that each employee knows what is expected of them during their shift. The manager should also assign the employee a set of shelves or area of the store to maintain.
2. Stores with carwashes should be cleaned each shift. The floor and walls of the carwash should be sprayed off each shift. The employee cleaning should sweep or pickup any trash in the floor and outside the carwash.
3. Parking lots kept clean. Clean the parking lot and grounds surrounding the convenience store. Trash cans outside emptied and trash cans kept clean. Gas pumps and hose kept clean. All supplies always stocked at the gas pumps, windshield wash, towels, etc.
4. Always clean coffee pots, Cappuccino machines, etc., and the areas well stocked with cups, coffee supplies, etc. **ALWAYS KEEP THIS AREA CLEAN.**
5. Restrooms need to be checked every shift. Make sure the restrooms are kept clean and well stocked.
6. Air Filters are to be changed on the first of every month.
7. Coolers need to always be well stocked and clean.
8. Floors need to be kept clean and **ALWAYS** have the **WET FLOOR** sign out when floor is wet.

## **MAINTENANCE**

Any maintenance issues should be reported to the manager or assistant manager immediately. The manager should in turn report the problem to the zone manager and the zone manager will report the problem to the General Manager through email and/or phone call and call the Operation and Maintenance Manager.

## **MOTOR VEHICLE RECORD INQUIRY**

In order to operate vehicles for LEE'S FOOD MART you are required to have a current driver's license and an acceptable driving record. If at any time during your employment you lose your driving privileges and your job requires you to operate a vehicle, you must report that loss to your Zone Manager immediately.

## **PROMOTIONS**

LEE'S FOOD MART attempts to fill vacancies through promotions from within whenever possible, however, LEE'S FOOD MART reserves the right to fill vacancies from outside the Company and without internal posting when it deems such action is necessary.

## **WORK REFERENCES**

All requests for references should be directed to your direct Zone Manager.

## **TERMINATION OF EMPLOYMENT**

Employment at LEE'S FOOD MART may be terminated for reasons of discharge, resignation, retirement, or reduction in the work force. Absent a written employment contract, LEE'S FOOD MART employees are free to resign at any time and for any reason, and LEE'S FOOD MART reserves the right to discharge employees at any time and for any reason.

If you voluntarily resign, you are asked to give your Zone Manager written notice at least two weeks before the last day of employment.

Upon termination or resignation, all unused sick days and/or vacation days are relinquished.

It is the employees' responsibility that when he/she leaves the company to make sure the correct address is turned into payroll by December 31<sup>st</sup> of the same year in order for the employee to receive their W-2.

### **EXIT INTERVIEW**

A terminating employee generally will be scheduled for an exit interview with the Zone Manager and may also request an exit interview with his or her Zone Manager. The exit interview provides an opportunity for discussion of benefits coverage and continuation rights, repayment of outstanding debts and the return of LEE'S FOOD MART property.

### **RETURN OF PROPERTY**

You are responsible for all LEE'S FOOD MART property and materials, including credit cards, keys, uniforms, tools, manuals, or other written information issued to you. You must immediately return all LEE'S FOOD MART property in your possession or control at termination of your employment or at LEE'S FOOD MART request.

## **GENERAL POLICIES**

## **PUNCTUALITY AND ATTENDANCE**

To maintain a productive work force, LEE'S FOOD MART expects employees to be reliable and punctual in reporting to work. When you cannot avoid being late for work, must be away from work for part of the day or are unable to work as scheduled due to unexpected illnesses or other unavoidable reasons, you must notify your Manager within two hours of your scheduled reporting time.

If you need to leave work for any reason, you must notify your Manager before you leave the building. Failure to call in or report for work for three consecutive days will be considered a voluntary resignation.

## **PERSONAL APPEARANCE**

Proper dress and good grooming contribute to the morale of all employees and affect the business image we present to our customers and the community. You are expected to maintain a high standard of grooming and to present a professional, businesslike appearance consistent with the duties and responsibilities of your position.

Employees in certain departments and positions will be issued and required to wear and maintain uniforms. Uniforms remain the property of LEE'S FOOD MART and must be returned upon leaving the Company.

## **LEGAL COMPLIANCE**

LEE'S FOOD MART complies with all state and federal laws impacting the way we conduct our business. As an employee of LEE'S FOOD MART, you agree to adhere to this Company standard. Your Zone Manager will inform you of the laws impacting specific jobs and will instruct you regarding compliance requirements and procedures. Some regulated areas include but are not limited to the following:

Consumer Protection

Cash Reporting and Money Laundering

## **ENVIRONMENTAL COMPLIANCE**

LEE'S FOOD MART complies with all state and federal regulations protecting our environment. As an employee of LEE'S FOOD MART, you agree to adhere to this Company standard. Your Zone Manager will

inform you of the laws impacting your specific job and will instruct you regarding compliance procedures.

These areas of regulation include but are not limited to the following:

Hazardous Materials Management

Emissions Inspection and Tampering

CFC Recycling

Tank Management

Waste Water Management

### **CONFLICT OF INTEREST**

Employees must avoid conflicts of interest. You have a conflict of interest if you place yourself in a position where your private interests may have an adverse effect on your motivation or the proper performance of your job, or when your action results in direct or indirect detriment to LEE'S FOOD MART or its customers.

Use of Company funds for improper purposes and dishonest practices is absolutely forbidden. You are required to disqualify yourself from exerting influence in any transaction where your own interests may conflict with the interests of the Company or where you may gain any financial benefit. Report in writing to the General Manager any financial interest you or any member of your family may have with any individual or party doing business with the Company.

No immediate family member, immediate family member will be defined as "Up to second cousin," shall be employed nor be a vendor or third-party provider of the company, without the express written permission of the majority shareholder of the company. Expressed written permission NOT verbal.

### **GIFTS**

You should not accept any gift or gratuity from any customer, vendor or supplier that may be construed as payment or an obligation to do business with that individual or company. I.e., If you can sign a contract to do business with a company or vendor.

### **NOTICE TO ALL**

No Vendor Supply Agreement, Contract or any obligation that is required payment for products or services over a period of time shall be binding upon Lee Oil Company, Inc. or Lee's Food Mart unless signed and notarized by either the President or CEO.

## **NONDISCLOSURE OF INFORMATION**

As a part of your employment with LEE'S FOOD MART you may have access to confidential and/or proprietary information and records. Confidential information includes but is not limited to: data processing and computer programs and operations; financial information; personnel information and data.

You are prohibited from using, copying or disclosing any such confidential information to any other person, employee, firm, corporation, company or other entity, either during or subsequent to your employment, no exceptions unless authorized in writing by the General Manager.

## **CUSTOMER RELATIONS**

As part of the LEE'S FOOD MART team, you should always respond to customer concerns promptly, courteously and professionally. Remember that courtesy on the telephone is just as important as courtesy in the store. LEE'S FOOD MART preferred response to telephone calls is, "Lee's Food Mart, how may I help you."

## **COMPANY VEHICLES**

Only authorized employees may operate Company-owned vehicles. If you drive a Company-owned vehicle, you should exercise care and caution. You are personally responsible to keep the vehicle clean (Interior and Exterior). Company-owned vehicles are not intended for personal use.

If a vehicular accident occurs and a Company vehicle or customer vehicle is damaged due to your negligence, you will be liable for the current deductible charge.

## **TOOLS AND EQUIPMENT**

You are responsible for the proper maintenance and handling of all tools and equipment.

## **CONCERNS AND COMPLAINTS**

You are encouraged to bring concerns or complaints about work-related situations to the attention of your Zone Manager or General Manager. Every effort will be made to resolve problems fairly, equitably and promptly.

## **HARASSMENT**

Employees may not physically, psychologically, and/or verbally harass another individual. Harassment is disruptive and can interfere with business. Such actions create an intimidating or offensive environment and reduce productivity. Harassment Policy also applies to ALL Social Media as this will reflect on your work place attitudes and relationship including the ability to perform work task affectively.

## **SOCIAL MEDIA**

The Company respects the rights of employees to use social media as a medium of self-expression on non-working time. Employees must not disclose trade secrets or any information that is proprietary to the Company (non-public business methods and know-how, systems, training materials and instructions for carrying out the company's business, financial and marketing strategies, and plans) in any discussions or postings that take place in this format. An employee must not represent his/her opinions or statements as being those of the Company and must expressly state that his/her postings are "my own and do not represent the company's positions, strategies, or opinions." You are prohibited from posting or displaying comments about employees, customers, guests, affiliates and competitors that are vulgar, obscene, maliciously false, threatening, intimidating, harassing or that are in violation of the company's workplace policies against discrimination, harassment, or hostility based on race, color, sex (including pregnancy), religion, national origin, age, disability, genetic information, sexual orientation, veteran and uniformed services status, or any other status protected by law. Accordingly, harassing comments, obscenities or similar conduct that would violate Company policies is discouraged in general and is never allowed while using Company equipment or during your working time.

All employees are expected to know and follow this policy. Nothing in this policy is designed to interfere with, restrain, or prevent employee communication regarding wages, hours, or other terms and conditions of employment, as employees have the right to engage in or refrain from such activities. If you have any questions regarding this policy, it is recommended that you ask your Zone Manager or Human Resources Representative before acting.

Because this is a constantly evolving area, this policy applies to all current and future social media platforms.

## SEXUAL HARASSMENT AND ANTI-HARASSMENT POLICY

LEE'S FOOD MART is committed to providing a professional, respectful, and safe workplace free from sexual harassment and other unlawful harassment. Harassment will not be tolerated from or toward any employee, supervisor, manager, owner, applicant, customer, vendor, contractor or other person with whom employees interact in connection with their work.

This policy applies to conduct occurring in the workplace and, when connected to work, at business trips, company events, work-related social activities, electronic communications, and other work-related settings.

**PROHIBITED SEXUAL HARASSMENT:** Sexual harassment is unwelcome conduct of a sexual nature or conduct directed at a person because of sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.

Examples of prohibited conduct may include, but are not limited to:

- ❖ Unwelcome sexual advances or requests for sexual favors.
- ❖ Unwanted touching, physical contact, or blocking someone's movement.
- ❖ Sexual jokes, comments, gestures, or conversations.
- ❖ Comments about a person's body, appearance, sexual activity, or sexual attractiveness.
- ❖ Displaying, sending, forwarding, or sharing sexually explicit or offensive images, messages, videos, or materials.
- ❖ Repeated requests for dates or sexual attention after a person has indicated that the attention is unwelcome.
- ❖ Sexual comments or conduct through text messages, email, social media, or other electronic communications when connected to the workplace.
- ❖ Conditioning a job, promotion, favorable treatment, scheduling, compensation, or other employment benefit on submission to sexual conduct.
- ❖ Threatening or taking adverse employment action because someone rejected sexual conduct or reported harassment.
- ❖ Other unwelcome conduct that is sexual in nature or directed at an individual because of sex.

Lee's Food Mart also prohibits other forms of unlawful harassment and discrimination protected by applicable federal, state and local law.

**CONDUCT DOES NOT HAVE TO BE PHYSICAL:** Harassment can be verbal, physical, visual, written, or electronic. Employees should report inappropriate conduct even if they are unsure whether it legally constitutes harassment.

Employees are not required to determine whether conduct violates the law before reporting it.

**REPORTING HARASSMENT:** Employees are encouraged to report concerns as soon as possible. An employee does not have to confront the person whose conduct is unwelcome before making a report.

A complaint may be made to any of the following:

- ❖ Immediate Supervisor
- ❖ Company Owner/Manager
- ❖ Human Resources/Designated Contact:
- ❖ Alternate Contact

Employees may report harassment to any manager or designated company contact if they are uncomfortable reporting to their immediate supervisor or if the supervisor is involved in the conduct.

Reports may be made verbally or in writing. Employees should provide as much information as reasonable possible, including what happened, when and where it occurred, who was involved, and the names of any witnesses or other relevant information.

Employees who witness harassment or become aware of conduct that may violate this policy are encouraged to report it to management.

**NO RETALIATION: Retaliation is strictly prohibited.** Lee's Food Mart will not retaliate against, or permit retaliation against, any employee who:

- ❖ Reports harassment or discrimination in good faith
- ❖ Participates in an investigation
- ❖ Provides information or serves as a witness
- ❖ Opposes conduct the employee reasonable believes is unlawful
- ❖ Exercises any rights protected by applicable law

Retaliation may include termination, demotion, reduction in hours, undesirable assignments, threats, intimidation, exclusion, or other adverse treatment because an employee made a complaint or participated in an investigation.

Anyone who believes they have experienced retaliation should report it immediately using the reporting procedure above.

**INVESTIGATION:** Lee's Food Mart will take reports of harassment seriously and will conduct a prompt, appropriate, and impartial investigation when warranted.

Depending on the circumstances, the investigation may include interviewing the person who made the report, the person accused of misconduct, witnesses and reviewing relevance documents, messages, emails, photographs or other information.

Employees are expected to cooperate honestly in investigations.

Lee's Food Mart will make reasonable efforts to maintain confidentiality and limit information about a complaint to those who have a legitimate need to know. However, absolute confidentiality cannot be guaranteed.

**CORRECTIVE ACTION:** If Lee's Food Mart determines that this policy has been violated, it will take appropriate corrective action based on the circumstances.

Corrective action may include counseling, training, a written warning, changes in working arrangements, suspension, termination of employment, or other appropriate measures.

Lee's Food Mart may also take appropriate action when conduct does not meet the legal definition of harassment but nevertheless violates the company's standards of professional and respectful conduct.

**FALSE OR BAD-FAITH COMPLAINTS:** Lee's Food Mart expects employees to make reports honestly and in good faith.

An employee will not be disciplined simply because a complaint is not substantiated. However, knowingly making a false accusation or intentionally providing false information during an investigation may result in disciplinary action.

**MANAGEMENT RESPONSIBILITIES:** Managers and supervisors who receive a complaint or become aware of possible harassment must promptly notify the General Manager and should not attempt to conduct their own investigation unless specifically authorized to do so.

Managers and supervisors are expected to take concerns seriously, avoid retaliation, preserve relevant information and cooperate with company investigations.

**NO WAIVER OF LEGAL RIGHTS:** Nothing in this policy prevents an employee from reporting conduct to or communicating with a government agency, filing a charge or complaint, participating in an investigation, or exercising any other rights protected by applicable law.

Employees may have rights and remedies under federal, state, or local law in addition to the company's internal complaint process.

The company may revise this policy from time to time to comply with changes in applicable law and to promote a respected workplace.

## **SUBSTANCE ABUSE**

LEE'S FOOD MART is committed to maintaining a workplace that is free from the effects of drug and alcohol abuse.

LEE'S FOOD MART strictly prohibits the use, possession, manufacture, distribution, dispensation or sale of illegal drugs, drug paraphernalia, controlled substances, unauthorized prescription drugs, or alcohol on Company premises or in Company vehicles or during working hours. In addition, any drug or alcohol activity that adversely affects job performance or job safety or that discredits the Company is prohibited.

## **DRUG TESTING POLICY**

**PRE-EMPLOYMENT:** All prospective employees are subject to undertake a pre-employment urine drug screen test. Any offer or acceptance of employment is contingent upon the successful completion of the controlled substance test with negative results. No one shall be permitted to begin work until the results of the test have been obtained.

**RANDOM:** Randomized drug tests may occur at the company's discretion. An unannounced breath alcohol and urine drug screen test given to a predetermined percentage of employees who perform safety-sensitive functions. This selection process will be conducted by the Company's Program Administrator contracted services. The selection process will be objective and anonymous, and shall include safeguards to ensure that the identity of the individual selected cannot be determined prior to or at the time of the selection. Thus, it is possible that one employee can be tested several times while another employee will not be tested at all.

**POST ACCIDENT:** Employees whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident will be tested.

**REASONABLE SUSPICION:** Any employee who has given a Zone Manager reasonable suspicion to believe that the employee is under the influence of a controlled substance or alcohol shall submit to a test immediately.

**CONFIDENTIALITY:** Each individual's record of testing and results under this policy will be confidential. With the exception of the Program Administrators contracted services, testing laboratory, Medical Review officer and designated personnel employees, or upon request of state agency officials; the results of individual drug test will not be released to anyone without the expressed written authorization of the individual tested. All written records will be stored in locked containers or in secure location with access available only by the designated company officials. Unless an employee gives his or her written consent, the employees alcohol/drug testing records will not be released to a subsequent employer.

## **SMOKING**

In keeping with the Company's intent to provide a safe and healthy work environment, smoking is prohibited throughout the stores for all employees. If an employee must smoke, by law they are required to be 20 feet away from the store.

Tennessee, Kentucky and Virginia, state wide, the state law requires No Smoking in the store.

## **SERIOUS ILLNESS OR DISEASE**

LEE'S FOOD MART is committed to maintaining a healthy and safe work environment for all employees. Employees with long-term, life-threatening, infectious diseases or illnesses may work as long as they are able to satisfactorily perform the essential duties of their jobs and medical evidence indicated that their continued employment does not present a health or safety threat to themselves, other employees or to the public.

## **SEVERE WEATHER**

Severe weather conditions can disrupt Company operations and interfere with work schedules, as well as endanger employees' well-being. If extreme weather conditions require closing the Company, you will be notified by your Manager or Zone Manager. If weather or traveling conditions delay or prevent you from reporting to work, you should notify your Manager or Zone Manager as soon as possible.

## **TRAVEL/EXPENSE REPORTING**

Travel for business purposes must be approved in advance by your Zone Manager. Reimbursement for travel expenses is contingent upon your submission of a properly completed expense report form, fully documented by accompanying receipts. Expense reports must be submitted within 14 days of the incurred expense.

## **PAY**

LEE'S FOOD MART pay program is designed to attract, retain and reward qualified, capable employees. LEE'S FOOD MART seeks to provide competitive wages and salaries and to treat employees fairly and equitably.

Your rate of pay is confidential and should not be discussed with fellow employees. If you have any questions concerning your pay, consult with your Zone Manager. Specific pay plans will be distributed by your Zone Manager.

**Paychecks and W2's are not sent from the payroll department. You will be able to go online and look at or print out your paystubs and your W2's. Go to the following website to set up your account:**  
[workforce.intuit.com](https://workforce.intuit.com)

**Follow the instructions. You will need your social security number and your last pay stub amount to set up account. You will also need to answer the security questions.**

## **PAY DAYS AND PAY PERIODS**

LEE'S FOOD MART pays employees by direct deposit. The pay period runs from Sunday thru Saturday. The payroll is turned in on Monday and your draft should be in your bank account (or whatever account that you choose) on Friday for previous weeks' time.

Report any discrepancies in your paycheck to the General Manager.

## **TIMEKEEPING**

LEE'S FOOD MART uses a manual and automated time keeping system at each location to determine hours worked. If you are non-exempt employee, you must punch in when you arrive at work and punch out when you leave. Without the approval of your department head, you may punch in no earlier than 10 minutes before starting time, and you may punch out no later than 10 minutes after your scheduled workday has ended. Each employee is required to punch a time clock and must do it personally.

Every employee is to clock in and out each day through our independent automated time system or manual system. These times are to be submitted with payroll for each payroll period. It is **THE EMPLOYEE'S SOLE RESPONSIBILITY TO CLOCK IN AND OUT PERSONALLY. CLOCKING ANOTHER EMPLOYEE WOULD LEAD TO YOUR TERMINATION AND THE EMPLOYEE REQUESTING THAT YOU CLOCK THEM IN WILL ALSO.**

At the beginning and ending of each work shift, employees are required to clock in and clock out via a time system. Writing in time on a time card or time sheet is **NOT ACCEPTABLE AND IS NOT CONSIDERED PROPER PROCEDURE.** Not clocking in and out properly and/or falsifying hours worked could lead to disciplinary action or termination. No employee is allowed to work while off the clock. When the employees shift has ended, they must clock out and leave the premises.

## **PAY DEDUCTIONS**

There are two types of pay deductions: Deductions required by law and deductions that you have authorized. The law requires that regular amounts be deducted from your pay and applied toward payment of your federal, local and state income taxes, if applicable, and to Social Security. LEE'S FOOD MART offers programs and benefits beyond those required by law. You must authorize deductions from your paychecks for the cost of these plans.

## **OVERTIME**

Occasionally you will be called upon to work more than your normal work week and you may be eligible to receive overtime pay. Your Zone Manager will provide you with as much advance notice as possible. Overtime for eligible non-exempt employees must be approved in advance by your Zone Manager. Overtime will be paid to eligible non-exempt employees for time worked in excess of 40 hours per week, at 1-1/2 times your regular rate. Time off with or without pay, including but not limited to holiday, vacation, sick leave, personal leave or leave without pay, will not be counted as hours worked for purposes of calculating overtime. Overtime will normally be paid in the pay period following the period in which it is earned, providing timesheets/cards have been properly prepared, approved and submitted.

## **PAY INCREASES**

LEE'S FOOD MART compensation program is designed to attract, retain and reward talented, capable employees. Periodically, employees will be reviewed for pay increases, which are awarded solely on the basis of merit. A recommendation to award a pay increase is made by your Zone Manager and submitted for approval.

Terry Lee is the only one authorized to grant any pay raise.

## **PERFORMANCE EVALUATION**

A formal evaluation of your job performance will be conducted by your Zone Manager on a periodic basis. Performance evaluations are conducted to provide both Zone Managers and employees the opportunity to discuss job duties, identify and correct weaknesses, encourage and recognize strengths and discuss positive purposeful approaches for meeting Company goals. Zone Managers and employees are strongly encouraged to discuss job performance and goals on an informal day to day basis.

## **VACATION AND PERSONAL DAYS**

LEE'S FOOD MART has vacation and sick/personal leave for Managers. Abuse of attendance or leave policies will result in disciplinary actions. This time must be used within the year awarded and cannot be carried over past the end of the year.

## **ZONE MANAGERS**

Effective January 2023, Zone Managers will receive 2 weeks paid time off or 80 hours of paid time off.

## **STORE MANAGERS**

Store Managers that have been employed for a full year will receive 64 hours paid time off annually per year. Year beginning January 1 of the following year.

Managers are required to work 40 hours per pay period. Any hours less will require the use of paid time off in order to be paid their full amount. Pay based on hourly rate and any time over 40 will be time and a half.

## **ASSISTANT MANAGERS**

Assistant Managers that have been employed for a full year will receive 40 hours paid time off annually per year. Year beginning January 1 of the following year.

Managers and Assistant Managers will be paid for time off at their regular rate of pay.

## **FAMILY MEDICAL LEAVE ACT "FMLA"**

Lee's Food Mart is covered employer under the Family and Medical Leave Act of 1993. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave in a 12-month period to *eligible* employees for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date of the last leave taken. If no prior family or medical leave was taken, the 12-month period will be measured forward from the beginning of leave. Employees are eligible if they have worked for Lee's Food Mart for at least 12 months and for at least 1,250 hours during the 12-month period preceding the beginning of the leave. Employees; paid/accrued vacation and sick days will run concurrently with the use of FMLA leave. Employees who are on an approved leave of absence may not engage in any form of self-employment or perform work for any other employer during that leave except for military service.

If two or more members of the same family who are entitled to leave under this policy are both employed by the Company, they are together eligible for a combined total of no more than 12 weeks of leave during a 12-month period for the same qualifying event.

When an employee works a part-time schedule or variable hours, the amount of leave to which they are entitled will be determined on a pro-rated or proportional basis. Eligible employees who are scheduled for less than 40 hours a week will receive the number of weeks of leave that is calculated by multiplying their normally scheduled hours by 12 then divided by 40 hours. The 12-month period for leave will be measured backward from the date the last leave was taken, if applicable, or measured forward from the beginning of the leave.

Employees on Family Care Leave of 12 weeks or less will be required to use accrued vacation days starting at the beginning of the leave. Paid sick days, with the exception of using the maximum number of Personal Days accrued, may not be used for a Family Care Leave.

## ELIGIBILITY

When the FMLA applies to the Company, an employee may be eligible for FMLA leave if the employee:

- ❖ Has worked for the Company for at least 12 months
- ❖ Has worked at least 1,250 hours during the 12 months immediately preceding the start of leave  
AND
- ❖ Works at a location where the company employs at least 50 employees within 75 miles

The 12 months of employment generally do not have to be consecutive, subject to applicable FMLA rules.

## QUALIFYING REASONS FOR LEAVE

An eligible employee may take FMLA leave for qualifying reasons, including:

- ❖ The birth of a child and bonding with the newborn child.
- ❖ The placement of a child with the employee for adoption or foster care and bonding with the child.
- ❖ Caring for the employee's spouse, child, or parent who has serious health condition.
- ❖ The employee's own serious health condition makes the employee unable to perform one or more essential functions of the employee's job.
- ❖ Certain qualifying needs arising from spouse, child or parent being on, or called to, covered active military duty.
- ❖ Caring for a covered servicemember with a serious injury or illness when the employee is an eligible family member or qualifying next of kin.

## AMOUNT OF LEAVE

Eligible employees may take up to 12 workweeks of FMLA leave during the applicable 12-month period, except that eligible employees may be entitled to up to 26 workweeks of leave during a single 12-month period for qualifying military caregiver leave.

The company will administer the applicable 12-month period in accordance with FMLA.

## PAID LEAVE AND FMLA LEAVE

FMLA leave is generally unpaid. However, employees may be required or permitted, as applicable, to use accrued paid leave concurrently with FMLA leave in accordance with company policy and applicable law.

When paid leave and FMLA runs concurrently, the time will count toward the employee's FMLA entitlement.

## INTERMITTENT AND REDUCED-SCHEDULE LEAVE

When permitted by the FMLA, leave may be taken intermittently or on a reduced work schedule when medically necessary or for another qualifying reason recognized by the FMLA.

Employees should work with the company to schedule intermittent or reduced-schedule leave in a manner that minimizes disruption to company operations when the need for leave is foreseeable, and the law permits such scheduling.

## NOTICE OF LEAVE

Employees should provide the company with sufficient information to allow the company to determine whether the requested leave may qualify for FMLA protection.

When the need for leave is foreseeable, employees should provide at least 30 days' advance notice when practicable. When 30 days' notice is not practicable, employees should provide notice as soon as reasonably possible.

#### MEDICAL CERTIFICATION

When permitted by law, the company may require appropriate medical certification supporting a request for FMLA leave because of a serious health condition.

The Company may also require additional certifications or documentation when permitted by the FMLA, including, when applicable, recertification or a fitness for duty certification before an employee returns to work.

Employees are responsible for providing requested documentation within the time allowed by applicable law.

#### HEALTH INSURANCE BENEFITS

During approved FMLA leave, the company will maintain the employees' group health insurance on the same terms and conditions as if the employee had continued working, subject to applicable law.

Employees remain responsible for their normal share of insurance premiums while on leave.

The company will provide employees with information concerning required premium payments and the consequences of failing to make required payments.

#### JOB RESTORATION

At the conclusion of qualifying for FMLA leave, eligible employees will generally be restored to the same position or to an equivalent position as required by applicable law.

FMLA leave does not provide greater employment protection than required by law. An employee may not be entitled to restoration if the employee would not otherwise have remained employed for reasons unrelated to taking FMLA leave.

#### NO RETALIATION

The company will not interfere with, restrain, or deny any employee's lawful rights under the FMLA.

The company will not retaliate against or discriminate against an employee for requesting or taking qualifying FMLA leave or for exercising other rights protected by the FMLA.

#### QUESTIONS AND REQUESTS FOR LEAVE

Employees who believe they may need FMLA leave should contact human resources.

Employees should provide sufficient information for the company to determine whether the requested leave may qualify for FMLA protection.

The company reserves the right to revise this policy as necessary to remain compliant with changes in federal or state law.

#### PROCEDURES FOR FMLA LEAVE

Employees must follow specific procedures to request a family or medical leave. There procedures are as follows:

1. ***Complete the "Family and Medical Leave Request Form"***. Complete this form, sign it, submit to your Zone Manager for signature, make a copy of it, and return it to the Personnel Officer. If possible, the for should be submitted 30 days in advance of the effective date of the leave.
2. ***Complete an "Insurance Premium Recovery Authorization Form."*** This form certifies that the employee acknowledges the Company's legal right to recover the cost of any premium paid by it to maintain coverage in group health insurance plan during any period of unpaid leave except under the following conditions:
  - a. The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave to care for a child, parent or spouse with a serious health condition or if the employee is unable to perform the functions of the position due to their own serious health condition.
  - b. Other conditions beyond the employee's control that prevent them from returning to work.
3. ***Have the "Certification of Health Care Provider Form"*** completed by your physician or practitioner if requesting leave due to illness. This form may be requested from the Human Resources Department.

### **MEDICAL AND DENTAL APPOINTMENTS**

Whenever possible, you should schedule medical or dental appointments before or after work or, if necessary, at the beginning or end of the business day.

### **BEREAVEMENT**

Upon notice to your Zone Manager or to LEE'S FOOD MART, you may be granted up to 3 days unpaid leave for a death in your immediate family. Immediate family includes your spouse, child, step-child, father, mother, step-parents, sister, step-sister, brother, step-brother, grandparents or parents-in-law. One day unpaid leave may be granted for the death of a relative other than the immediate family members.

### **BENEFITS**

The following benefit plan descriptions contain highlights and general information. They do not constitute any type of contract concerning the plans. The benefits described are more fully explained in applicable plan documents, insurance contracts and summary plan descriptions. In case of a dispute, if there is a discrepancy between the information in this handbook and the summary plan description or plan documents, the summary plan descriptions or plan documents will govern. LEE'S FOOD MART reserves the right to amend, modify and reduce the benefits provided or terminate any of its plans at

any time. Any amendment, modifications, reduction or termination may be made without prior notice to participants except as required by law.

### **MEDICAL BENEFITS**

LEE'S FOOD MART offers medical coverage to full-time Store Managers and Assistant Managers and their eligible dependents. Qualifying employees are eligible to participate the first of the month following 60 days of employment. The cost for your coverage is shared by you and the Company. The cost of dependent coverage is paid in full by you.

In the event an employee is off on unpaid leave, Company will pay its portion of the health insurance and the employee will pay their portion for two months. After the two-month period, if the employee is still on unpaid leave, it is the employees' responsibility to pay the full amount of the health insurance.

### **DENTAL AND VISION BENEFITS**

Dental and Vision coverage is available to LEE'S FOOD MART employees and their eligible dependents.

## **LEGALLY MANDATED BENEFITS**

## **WORKERS' COMPENSATION**

Workers' Compensation insurance provides compensation to replace a percentage of lost wages after a waiting period and payment for eligible medical expenses. The cost of workers' compensation insurance is fully paid by the Company.

Contact the General Manager immediately and in writing if you are injured on the job or believe that you have developed an occupational disease. In case of a severe injury, seek emergency medical care immediately and notify your Zone Manager as soon as possible.

Drug testing may be required if injured while on the job.

## **UNEMPLOYMENT INSURANCE**

Unemployment insurance provides partial income replacement during periods of short term, involuntarily unemployment. The benefit payment amount and duration of payments are set by legislation. LEE'S FOOD MART makes required contributions to the Federal Government and to the state.

## **SOCIAL SECURITY**

Social Security is a federal program providing old-age, survivors and disability benefits for workers. Contribution amounts are withheld from your pay, along with an equal amount from LEE'S FOOD MART and are forwarded to the Federal Government.

## **MEDICARE**

Medicare is a federal program that provides medical coverage for eligible retirees or disabled workers and their eligible dependents. Employee contribution amounts are withheld from your pay, along with an equal amount from LEE'S FOOD MART and are forwarded to the Federal Government.

## **STATUS OF BENEFITS AT TERMINATION**

If you terminate your employment at LEE'S FOOD MART your benefits are generally cancelled as of your last day of employment. However, as a terminated employee, you may have rights and responsibilities under the employee benefits programs. Health plans are subject to continuation provisions under COBRA. Contact your Zone Manager for additional information.

The last day you are actively at work will be considered the termination day. Compensation for personal or vacation days is not payable upon termination.

If you leave the Company, you will be asked to pay off any outstanding debts to the Company and to turn in any uniforms, tools, keys, training materials or other Company property. Once Company's management is satisfied that all accounts are clear, a final paycheck will be issued to the employee in accordance with state law.