

STAGE HOUSE RESTAURANT & WINE BAR THE TAVERN AT STAGE HOUSE EMPLOYEE HANDBOOK

WELCOME

We are delighted to have you on the Stage House team! As a member of our organization, you have an essential role in the growth and success of our Restaurant. We sincerely look forward to your contributions.

Stage House is a fast growing Restaurant that strives to achieve excellence. Future growth as a Fine Dining Restaurant, a casual restaurant and for you as individuals, can be best achieved through mutual respect and teamwork.

We have prepared this Employee Handbook to furnish you with relevant information about your relationship with Stage House.

Above all, we want to provide opportunities for you to maximize your contributions to the Restaurant's objectives, as well as to maximize your professional growth and well-being.

Once again, welcome!

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Employee Handbook

This Employee Handbook outlines the Stage House's (SH) policies. This information will help you open up a two-way dialog between what you can expect from us and what we expect from you. We want you to be successful as a new employee. To do that, you must understand our mission. The Employee Handbook is important for the following reasons:

- To establish guidelines to create a professional atmosphere for us to work in while we serve our Guests.
- To provide consistency and balance in our workplace.
- To help our employees understand what is expected at the Stage House.
- To provide all employees with detailed guidelines on the basic Restaurant policies and procedures.

Stage House
CIRCA 1737

The Stage House was originally built as one of ten private homes in Scotch Plains in the 1690's. In 1737 John Sutton opened it as "Suttons' Tavern" which flourished primarily due to its location on the New York-Philadelphia and the Lambertville-Elizabeth stagecoach lines. It wasn't until six years later that the community of Scotch Plains offered nourishment for the spirit as well as the body when the first house of worship was erected.

During the Revolutionary War, owner Colonel Recompense Stanbery helped to build the Inn's reputation as one of the finest in the Colonies. Renamed after a stage line, the Swift-Sure Stage House became a lively meeting place for troops and officers from both sides.

The Inns' clientele changed with the advent of the industrial revolution as the age of the horse drawn coach drew to a close. City dwellers found Scotch Plains a restful vacation spot away from the hustle and bustle of their own hometowns.

The Stage House, continuously in operation since 1737, stands proudly on its original site. In 1981 it became listed in The National Register of Historic Places.

MISSION STATEMENT

OUR MISSION STATEMENT:

The mission at The Stage House is: to provide food and beverage of the highest level of quality and taste, in an environment that is fun, friendly, hospitable, and engaging, for a fair market value. Our goal is to have every guest to leave, full, satisfied and anxious to return. Our staff will be well versed in our definition of hospitality. We aspire to treat every guest as if this was our best friend coming to visit our house for the very first time. We also aspire to be efficient, and uncompromising in our effort to provide timely service with a smile. With these fundamentals at hand we will be profitable, and continue to grow. The stage house also has a commitment to it employees to provide them with the tools for success; we will educate, provide feedback and constructive criticism, provide supplies to maintain efficiency, inspire them to improve, and most importantly provide them with an opportunity to be prosperous and successful. The Stage House Restaurant will grow and we expect everyone on staff to grow with us!

The Service will be delivered by confident, knowledgeable, hip, friendly enthusiastic staff in a timely efficient manner. There will be testing to ensure knowledge and skill level.

The wines available to the patrons will be of good value and broad selection of American, French and “new world” varieties. Wine service will follow a similar type of low-key yet proficient manner that the food service employs.

While the first priority is to the customer, we must always remember that our staff is who represents the Stage House. And to provide them with a positive work environment that is conducive to growth within the restaurant.

The mission of the Tavern is to provide an everyday alternative to the commonly frequented chain restaurants and taverns in the area. The Tavern at the stage house will serve up rustic American fare featuring hearty portions of mainly comfort food, emphasizing, grilled and smoky flavors, in a vibrant, energetic tavern setting, with hearty portions, great cocktails, and ice cold beer, emphasizing extreme value.

The bartenders will be well trained and possess a level of flare and style appropriate for the stage house.

The Service will be delivered by confident, knowledgeable, hip, friendly enthusiastic staff in a timely efficient manner. There will be testing to ensure knowledge and skill level.

The mission for both restaurants is to operate efficiently and profitably, without efficiency there is no profit, without profit there is no Stage House.

EXPECTATIONS

Employees are expected to share with the owners and managers a commitment to quality. Having pride in ones' work and demonstrating motivation are attributes of our personnel. It is expected that employees will make their work a priority and have a clear focus on their responsibilities. Our employees are encouraged to take advantage of opportunities for professional development.

Also expected is concern for the establishment including respect for property, equipment and tools as well as compliance with rules and policies. The intention of the management is that staff will work as a team toward achieving our mission. It is expected that all employees will work cooperatively.

Our guests must be a priority; therefore we expect a genuine concern and respect for them, without exception. Without the guest there is no reason for us to be here. Without concern for our guest we cannot execute our mission, therefore disrespectful talk or action towards our guests will not be tolerated.

Our staff is required to be neat, clean and organized in both our appearance and our approach to work. Integrity and honesty are also expected.

In return, our employees can expect that the owners and managers provide appropriate training for your success, both, initially and ongoing. You can expect to be informed on a continuous basis what our expectations are and we will provide coaching, evaluations and communication to keep you informed of where you stand. We are committed to providing a fun, educational and safe working environment. Employees can expect fair and reasonable compensation for their efforts, recognition, respect, feedback and periodic evaluations. Ownership and management seek to maintain open lines of communication and encourage employees to discuss concerns/problems and air grievances.

AT WILL

Employment with the Company is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Company may terminate the employment relationship at will at any time, with or without notice or cause.

This handbook has been prepared to inform you about the Company's employment practices and policies as well as the benefits provided to you and the conduct expected from you. The policies in this handbook are guidelines, not a complete description of all standards of conduct or other principles applicable to your employment.

This handbook is not a contract or guarantee. The Company does not guarantee employment for any specific duration. The Company may change, delete, suspend, add to, discontinue, apply, and interpret any part of this handbook or any other policies at any time without notice or consideration. Exceptions to these policies may only be made by the owners and only in writing.

You are responsible for knowing the Company's policies, which may change from time to time with or without notice. The current version of this handbook will be maintained by the owners

where it may be accessed by all employees. If you are referring to a printed copy of this Handbook you should check to make sure no changes have been made. This handbook (and any copies thereof) is the property of the Company and is only authorized for access by current employees. Laws change from time to time and vary by jurisdiction. If a policy in this handbook is inconsistent with applicable law, we will follow applicable law.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the owners.

EQUAL EMPLOYMENT OPPORTUNITY

The Stage House is committed to having a workplace free of illegal discrimination and harassment on the basis of age, race, color, gender, national origin, religion, disability, genetic information, and any other status protected by federal, state, or local law.

All employees are required to refrain from illegal discrimination and harassment, and to report any violation of the policy, whether against them or any other person. Illegal discrimination and harassment against employees, customers, vendors, and any other persons associated with our business is taken very seriously and will not be tolerated.

When our nondiscrimination policies apply

Our policies are applicable to any interaction between our employees that affects employees in their work. This means, for instance, that inappropriate conduct, even when not during working hours, taking place outside of the workplace, and/or communicated over private channels (such as a mobile phone or home computer) can violate our policies if the effects of the conduct are felt by an employee at work.

Unlawful harassment

Harassment on the basis of any protected status is prohibited; however, our strict prohibition of sexual harassment may require additional clarification. Sexual harassment can include any unwelcome requests for sexual favors, touching, comments, gestures, telephone or computer communications, or other behavior of a sexual nature, when submitting to such conduct is either explicitly or implicitly a term or condition of employment, is used as the basis for employment decisions, interferes with someone's job performance, or creates an intimidating, hostile, or offensive working environment.

Reporting and resolving discrimination and harassment concerns

Illegal Harassment and discrimination cannot be eliminated without the help of every employee; it is everyone's responsibility. If an employee believes they are being illegally discriminated against or harassed, the employee should tell the person who is harassing or discriminating against them what behavior they want to stop and why. Also, if an employee believes that illegal discrimination or harassment has occurred or is occurring (whether the employee or anyone else is the victim); employees should immediately report it to their supervisor. If an employee does not receive a satisfactory resolution, continue to report it up the chain of authority. If an employee is not reasonably able to approach a particular person in the chain of authority (for

instance, if the employee believes their supervisor is sexually harassing or discriminating against them), skip a level and go to the next person in the chain all the way to the Controller, if necessary.

Open door policy

All supervisors and managers maintain an “open door” policy to listen to employee concerns about potential illegal discrimination and harassment. Employees may bring these concerns up at any time.

No retaliation

Employees have the right to complain of illegal discrimination and harassment without retaliation. As long as employees act in good faith (for instance, by telling the whole truth to the best of the employees ability and cooperating with any investigations), no adverse employment action will be taken against the employee for complaining about illegal discrimination or harassment. If an employee feels they are being improperly retaliated against, report it following the same procedures he or she would follow to complain of illegal discrimination or harassment. Remember, just as the employee has a right to bring these matters up, employees also have a responsibility to do so; if the employee does not bring them up they cannot be addressed. Because we prohibit retaliation, there is never a good excuse for failing to report discrimination or harassment.

What happens when a complaint is made

If a complaint about potential illegal discrimination, harassment or retaliation is made, the Company will promptly investigate the complaint. Investigations will be done with due respect for all involved. All employees are required to cooperate in investigations including by telling the whole truth to the best of their knowledge, attending interviews with investigators appointed by the Company, providing all information (including any physical items such as documents or notes) they may have, and maintaining confidentiality. The obligation to cooperate extends to both persons making a complaint and to anyone else the Company feels may have information relevant to an investigation. If an investigation results in a finding that the Company’s policies forbidding illegal discrimination and harassment have been violated, the Company will take action intended to prevent any further violations.

Accommodation of disabilities

If an employee has a disability that impacts their ability to perform their job, the employee should speak with the General Manager regarding whether a reasonable accommodation may be available to help the employee perform the essential functions of his or her job. Providing information (which may include information from medical providers) and cooperating with attempts to find reasonable accommodation is essential.

EMPLOYMENT POLICIES & PRACTICES

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Company of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

HOURS OF OPERATION

The Stage House Tavern is open for lunch 7 days a week starting at 11:30 and serves straight through until 9:00 pm on Sunday, 10:00pm on Monday – Thursday and 11:00pm on Friday and Saturday. A late night menu is offered every night 2 hours past full kitchen service.

Last call is never to be called before 12 am Sunday-Thursday and never before 1 am Friday & Saturday.

Hours of operation vary on holidays and special events

We are open on Holidays and employees are expected to be available. We are closed on the following holiday: Christmas Day. The Company does not offer paid holidays. The use of paid personal time off needs management approval.

REPORTING FOR WORK

SHIFT START TIMES

Shift times are dictated by the schedules posted by the Chef and Department Managers. The schedules will be posted, via Hot Schedules, by Thursday of the prior week.

CLOCKING IN AND OUT

All members of the staff are required to clock in and out. Every employee will be assigned a number in our time and attendance system and is expected to use this number to punch in and out on any time and attendance system. Employees are prohibited from entering time for any other employee, including clocking in or clocking out.

Employees are expected to report to work on time and ready for your shift. This involves being fully dressed in uniform, being properly groomed and having put all personal belongings away. Punch out should not take place until a manager has checked you out.

THE SCHEDULE AND MODIFICATIONS

The managers will post the schedules on Thursday the week before the workweek. At the point the schedule is posted it is the employee's responsibility to report for the scheduled shifts. If for some reason the employee needs to take a day off it is their responsibility to find coverage, and the coverage is not valid unless approved by a manager with acknowledgement from both parties. When getting shift coverage, the scheduled employee must release his or her shift through hot schedules for another employee to pick up. The coverage will then be approved by a manager. For example Joe cannot simply say Sally is working for me on Tuesday. Joe must use Hot

Schedules to release his shift and Sally must use Hot Schedules to pick up the shift. Hot Schedules should then notify a manager that a change has been made. At this point, a manager will sign off on the shift coverage or give a reason why the change has been denied.

ON CALL SHIFTS

There may be times during the year where scheduling an on-call person is necessary. The on-call person is expected to call the restaurant 10 minutes after everyone else is scheduled to be in. If the restaurant is extremely busy or another employee fails to meet their obligation the on-call person will be used. If the manager on duty is aware of the need of the on-call earlier they will make an effort to call them in advance.

CALLING OUT

If you are sick and cannot work you must find coverage for your shift. Phone lists are available and it is the employee's responsibility to keep a current phone list. When calling out it is imperative that you speak directly with a manager not leaving a message on voice mail or with the hostess. Calling out without following this procedure, other than a legitimate, verifiable emergency, is a violation of this policy.

ATTENDANCE

From time to time it may be necessary for an employee to miss work. The Stage House is aware that emergencies, illness or other pressing personal matters exist that may not be scheduled around your work hours.

If you know in advance that you need to be absent, you are required to arrange for coverage. Requests off should be entered through Hot Schedules minimum two weeks in advance and are not guaranteed.

Notifying another employee or leaving a voice mail (without also speaking to a manager) is unacceptable. If you are unable to call on your own behalf due to illness, emergency or some other reason please have someone else call for you.

ABSENTEEISM

When an employee is absent, others must perform this person's share of the work. Every employee is expected to report for work regularly and on time. Good attendance is an essential requirement for the job. Failure to meet this job requirement can be grounds for disciplinary action, including dismissal. Excessive absences and tardiness, even when reported, can be grounds for discipline or dismissal.

An employee is absent when he/she fails to report for and remain at work for a scheduled shift. Lateness is a short absence at the beginning of a shift. Leaving early, even with permission, is an absence at the end of a shift. So, absence includes all time lost from the work schedule whether avoidable, unavoidable, voluntary or involuntary.

In the case of sudden illness the procedures and policy for coverage is the same as above. If, for some reason, you have exhausted all options then call the manager and discuss the situation with them. If your illness forces you to miss work a doctor's note may be required. Acceptable illnesses do not include self-induced conditions.

HABITUAL ABSENTEEISM AND TARDINESS AND LEAVING EARLY

Management will keep records of absences, tardiness and leaving early. Chronic or habitual violations of this policy are prohibited.

PAYROLL POLICIES AND PAY PERIODS

Everyone is paid bi-weekly. The pay period runs from Monday to Sunday and the paycheck is received the following Friday after 2:30pm. The manager will issue the paychecks. The paycheck will only be issued to the employee that the check is addressed to unless other arrangements are made with the manager.

Rates of pay are negotiated between management and employee at time of hire. Tipped employees generally start at \$2.13 per hour.

All tipped employees are required to report ALL tips earned every shift. It is illegal to report less tips than you made.

ADMINISTRATIVE PAY CORRECTIONS

All pay corrections must be handled through payroll with a manager or accountant. No corrections will be given in cash.

OVERTIME PAY

Hourly employees qualify for overtime pay after 40 hours of work in one week. Overtime pay is time and a half.

MEETINGS

Meetings are conducted at various times during the month. All Employees are expected to attend. Hourly Employees will be paid for attending these meetings according to federal, state and local laws or customs.

RESTROOMS

Guest restrooms are located in the foyer. Employee restrooms are located on the second floor. It is encouraged that staff use the staff bathroom during service, at all times employees must be presentable if using public bathrooms and all staff must wash their hand regardless of which bathroom they use.

TELEPHONE

No personal calls are allowed during service hours. Phone calls may be made only with management approval. Please inform family and friends not to call you at work unless it is an emergency, as unnecessary calls will be refused. All cellular phones are to be kept in employee lockers when employees are on the time clock.

MEAL BREAK

Employees working a single shift should eat before their shift begins or after they clock out. Those on a double shift are permitted to take a break to eat. They must have manager approval and it is preferred that all tables are finished, but if that is not possible another employee may cover the active tables.

REST BREAK

Employees must get manager approval for rest break during any shift.

LACTATION ACCOMODATION

All women who breastfeed their child, and who need to express milk during the working day, will work with their supervisor to determine how best to accommodate the needs of the mother while still accomplishing the performance of her job.

SMOKING AND TAKING BREAKS

We understand that the shifts can be quite long and breaks are difficult to take. Smokers will be entitled to one smoke break after meal and before the shift starts, they may smoke outside the kitchen door and use proper receptacle to get rid of cigarette butts. They must wash their hands and freshen their breath before entering the dining room. Smokers will be entitled to one more cigarette break not after 5:30 and not before 9:30 and definitely not without getting permission from a manager and comending someone else to cover your duties in your absence.

Non smokers will also be entitled to a fresh air break under the same conditions.

SIDE WORK AND OPENING AND CLOSING CHECKLISTS

This is a less glamorous but none less important facet of your positions at the stage house. These chores as define by management are essential to the operation of the business and to the maintenance of the property. These duties and responsibilities assure the restaurant is set up to run properly and efficiently with a well-stocked and clean work environment. Side work is not to be taken lightly. It is an expected part of the job description.

EMPLOYEE BENEFITS AND PRIVILEGES

EMPLOYEE DISCOUNT

All employees will receive a 25% discount on the entire check for 8 or less people when dining in either the Stage House or The Tavern. A 20% gratuity will be added to all employee checks before discount. Employees are welcome to dine in the facilities any time except Friday, Saturday and Holidays, unless approved by a manager. This offer is available for employees to dine in the restaurants and experience the restaurant, feedback is always welcome.

All employees are entitled to order from The Tavern menu prior to your scheduled start time and after your shift. You will receive 25% off. This is not valid during the shift. If an employee is working a double that day, they will receive a 50% discount.

This discount is not valid with Employee gift certificates or on food ordered from the children's menu. All food ordered with modifications must be charged properly and will be given a discount with manager approval.

MEDICAL INSURANCE

Stage House Tavern is currently offering medical benefits to full time employees. To qualify as full time, employees must work a minimum of 30 hours each work week for duration of employment. Please see a manager for more information.

VACATION POLICY

All full time (30+ hours per week) employees working continuously (ex- do not leave for months for school, etc) for a 1 year period are eligible for 1 week paid vacation. All full time employees who have completed 2 full years of service are eligible for 2 weeks paid vacation.

All vacation time must be approved prior to purchasing of airline tickets or the expenditures. All requests for vacation must be submitted in writing and through Hot Schedules. Keeping in mind that all employees are expected to be available to work holidays, if there are multiple requests for vacation time we may not be able to grant permission.

Vacation time may not be carried over, therefore we encourage you to use it before the end of the calendar year in which you become eligible, so use it when you are eligible.

Additional vacation time without pay may also be requested, provided the restaurant can still operate without hiring new personnel.

LEAVES OF ABSENCE

TEMPORARY DISABILITY

Under the New Jersey Temporary Disability Benefits Law, cash benefits are payable when an individual cannot work because of sickness or injury NOT caused by their job. If interested in learning more, please contact the office manager.

BEREAVEMENT

In the event of the death of an immediate family member, employees of the Stage House may be eligible to receive pay for absence from work. The Conditions of eligibility are as follows:

- Bereavement refers to the death in the immediate family
- Immediate family includes: mother, father, sister, brother, spouse, child, grandparents, and mother in-law or father in-law if married.
- If the employee is employed for more than 90 days they will be eligible for time off with pay for this unfortunate occurrence.
- Part time and tipped employees are not eligible for bereavement pay but will certainly be granted time off needed.
- Employees will be entitled to 1-3 day pay based on the circumstances and to be decided by Owner/Managing Partner.

FAMILY MEDICAL LEAVE

Family/medical leave may be taken for the following reasons:

- The employee's incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child, or parent (each a "qualified family member") who has a serious health condition; or
- For a serious health condition of the employee that renders the employee unable to perform an essential function of his or her position. A serious health condition is an illness, injury or impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the essential functions

of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may also meet the definition of continuing treatment.

Child/Parent relationship

For purposes of FMLA leave because of the birth of a son or daughter, in order to care for such son or daughter, because of the placement of a son or daughter with the employee for adoption or foster care, and to care for a son or daughter with a serious health condition, a child will be considered the employee's if he or she is the biological, adopted, or foster child, stepchild, or legal ward of the employee, or if the employee stands in loco parentis, and the child is (A) under 18 years of age; or (B) 18 years of age or older and incapable of self-care because of a mental or physical disability. There is no limit on the number of parents a son or daughter may have for purposes of such FMLA leave.

An employee may be in loco parentis even if the employee has no biological or legal relationship to the child, if the employee assumes (or, in the case of birth or other prospective relationships, intends to assume) obligations incident to the parental relation as a practical matter (note that temporary arrangements for convenience, such as babysitting while parents take a vacation, are not sufficient to be in loco parentis for FMLA purposes). Factors that will be considered in determining whether an employee is in loco parentis include, but may not be limited to, the age of the child, the degree to which the child is dependent on the employee, the amount of support (if any) the employee provides, and the extent to which duties commonly associated with parenthood are exercised by the employee (for example, an employee who houses and cares for a grandchild because the child's parents are unable to do so, or an employee who shares in the upbringing of a child in the employee's household who is the son or daughter of the employee's life partner, regardless of whether that partnership is legally recognized, may be in loco parentis). Employees may be required to provide written statements or other reasonable information establishing that children for whom they seek FMLA leave are their sons or daughters as defined by this policy.

Amount of family/medical leave available

Eligible employees may take up to 12 weeks of family/medical leave within a rolling 12 month period. A rolling 12 month period is measured backward from the date an employee uses any FMLA leave.

Military Family Leave under the FMLA

There are two types of Military Family Leave available under the FMLA; Qualifying Exigency leave and Military Caregiver leave.

Qualifying Exigency leave under the FMLA

Eligible employees may take up to a total of 12 work weeks of unpaid leave for qualifying exigencies arising out of the fact that employee's spouse, son, daughter, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty, in support of a foreign country or contingency operation. Qualifying exigency leave is available to a family member of a military member in the Armed Forces including the National Guard or Reserves.

Covered active duty under the FMLA means:

In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, which is defined in Section 101(a)(13)B of Title 10, United States Code.

Qualifying exigencies include:

Issues arising from a covered military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification.

Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the covered active duty or call to covered active duty status of a covered military member.

Certain childcare and related activities arising from the covered active duty or call to covered active duty status of a covered military member. The covered military member must be the spouse, child or parent of the employee requesting leave. Examples of this leave include arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the covered military member.

Making or updating financial and legal arrangements to address a covered military member's absence.

Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the covered active duty or call to covered active duty status of the covered military member. Taking up to fifteen calendar days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment. Leave may not exceed the military member's Rest and Recuperation leave orders.

Attending certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's covered active duty status, and addressing issues arising from the death of a covered military member.

Parental care for the spouse, parent, son, or daughter of a military member in order to do the following: 1) arrange for alternative care for a parent of the military member when the parent is incapable of self-care and the covered active duty or call to covered active duty status of the military member necessitates a change in existing care arrangements; 2) provide care for a parent of the military member on an urgent, immediate-need basis (but not on a routine, regular, or everyday basis) when the parent is incapable of self-care and the need to provide such care arises from the covered active duty or call to covered active duty status of the military member; 3) admit or transfer a parent of the military member to a care facility when the admittance or transfer is necessitated by the covered active duty or call to covered active duty status of the military member; 4) or attend meetings with staff at a care facility for a parent of the military member (e.g., meetings with hospice or social service providers) when such meetings are necessitated by the covered active duty or call to covered active duty status of the military member.

Any other event that the employee and an authorized officer of the Company agree is a qualifying exigency.

Military Caregiver Leave under the FMLA

FMLA provides caregiver leave for wounded service members and covered veterans for eligible employees who are the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness for up to a total of 26 work weeks of unpaid leave during a single 12 month period to care for the covered service member or covered veteran.

A covered service member:

Is a current member of the Armed Forces, including a member of the National Guard or Reserves; and

Who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

A serious injury or illness is one that was incurred by a service member in the line of duty on covered active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

A covered veteran:

Was a member of the Armed Forces, National Guard, or Reserves who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran; and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A serious injury or illness is one that is incurred in, or preexisting but aggravated by, the line of duty on active duty. The serious injury or illness of a covered veteran also must be one of the following:

A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the armed forces and that rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating;

A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50% or greater, with such VASRD rating being based, in whole or in part, on the condition precipitating the need for military caregiver leave;

A physical or mental condition that substantially impairs, or would do so absent treatment, the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service; or

An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers

The single 12 month period begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period applicable to any other leave under the FMLA. An eligible employee is limited to a combined total of 26 work weeks of leave under the FMLA during the single 12 month period (not more than 12 of the 26 weeks total may be for an FMLA-qualifying reason other than to care for a covered service member).

If two employees who are married to each-other work for the Company, the aggregate amount of leave that can be taken by both of them under the FMLA for the birth of a child or placement for

adoption or foster care of a child, or to care for parents with a serious health condition, under the FMLA is 12 weeks within a 12 month period.

General Provisions

The provisions below are applicable to both family/medical and military family leave under the FMLA.

Measurement method

Except in the case of Military Caregiver Leave, an eligible employee's FMLA leave entitlement is limited to a total of 12 work weeks of leave during any 12 month period as measured on a rolling basis, measuring backward from the date an employee uses any FMLA leave other than Military Caregiver leave. The single 12 month period applicable to Military Caregiver leave is measured forward from the date the employee's first leave to care for the covered service member begins.

Intermittent leave

An eligible employee may take leave under the FMLA intermittently (including working a reduced schedule) when medically necessary with respect to qualifying leave for the condition of the employee, the employee's spouse, the employee's child, or for the care of a covered service member. Intermittent leave is also available for Qualifying Exigency leave. Employees are expected to make reasonable efforts to schedule planned medical treatment so as not to unduly disrupt the employer's operations if possible. If intermittent leave is unpaid, the Company reserves the right to reduce the employee's salary based on the amount of time actually worked, regardless of whether the employee is salaried/exempt. In addition, while an employee is on an intermittent leave, the Company may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and that has equivalent pay and benefits.

An employee may request intermittent leave to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption. Unless the leave is due to the child's serious health condition, the Company may decline to grant such leave on an intermittent basis and instead require that it be taken on a continuous basis.

Pay, Benefits, and Protections During FMLA Leave

Leave is unpaid. Family medical leave is unpaid leave, although employees on FMLA leave will receive any compensation they have earned that is payable while on leave.

Substitution of paid time off for unpaid leave.

If an employee has accrued paid leave under the Company's policies, either the employee or the Company may elect to substitute such paid leave for a commensurate period of unpaid FMLA leave. The substitution of paid leave for unpaid leave does not extend the FMLA period. Furthermore, the substitution of paid leave for unpaid leave cannot result in the receipt of more than 100 percent of an employee's salary.

Medical benefits

During an approved leave under the FMLA, the Company will maintain the employee's health benefits, if any; as if the employee continued to be actively employed (this section does not apply if the employee does not participate in a company-sponsored group health benefit). Both the Employee and the Company will continue to be responsible for their respective shares of premium on the same terms as if the employee were actively at work (if paid time is substituted, regular payroll deductions will be made for health coverage from applicable pay). Because employees remain eligible for health group benefits, taking FMLA leave does not constitute a

COBRA-qualifying event, however, if an employee does not return to work at the end of FMLA leave COBRA continuation may apply. If an employee fails to pay the employee portion (if any) of premium while on FMLA leave coverage lapses, however, if the employee returns to work while protected by the FMLA, the employee may resume participation immediately. If the employee does not return to work at the end of FMLA leave the Company may recover from the employee any premium paid by it for the employee during FMLA leave.

Other benefits

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave, however further accruals under any paid time off policy offered by the Company will cease during periods of leave.

Reinstatement at end of FMLA leave

Upon return from FMLA leave, eligible employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, employees are subject to no greater right to employment than if they had not taken leave. Also, if an employee does not return to work within the time prescribed by the FMLA, the employee has no right to reinstatement.

Other legally-protected leave

In some cases leave under the FMLA will also be subject to other laws that provide legally-protected leave. This will often depend on applicable state law and will be determined on a case-by-case basis. Where types of legally-protected leave are permitted to be used simultaneously the presumption will be that they are being used simultaneously unless the Company confirms otherwise in writing.

FMLA Leave Procedure

Notification by employees of need for leave.

The Company cannot know that FMLA leave is needed, and cannot provide FMLA entitlements, unless employees first appropriately notify the Company of their need for leave in sufficient detail for the Company to understand that FMLA leave is appropriate. If the need to use FMLA leave is foreseeable, employees must give the Company at least 30 days prior notice of the need to take leave. When 30 days' notice is not possible, employees must give notice as far in advance as practicable under the circumstances. In an emergency where advance notice of need for leave cannot be given, employees (or their representatives if employees are medically unable to give notice themselves) are required to notify the Company as soon as reasonably practicable. Failure or unreasonable delay in providing notice may be grounds for delaying the start of the FMLA leave and may have other adverse consequences.

Requests for FMLA leave should be directed to the general manager using the Request for Family/Medical Leave form available from the general manager.

When submitting a request for leave, the employee must provide sufficient information for the Company to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the anticipated duration of the leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Notification to employees of leave availability

Once the Company is aware of a request for FMLA leave under the procedures outlined in this policy and has received the information it needs, it will inform the requesting employee of the

availability of FMLA leave. Assuming FMLA leave is available under the circumstances, employees will be given a written notice that includes details of the leave that is being granted. If FMLA leave is not available the Company will so notify the employee.

Medical certification and recertification

Employees who request leave because of their own or a covered relation's serious health condition must supply substantiating medical certification. Employees may obtain medical certification forms from the general manager. The Company will inform requesting employees of when medical certifications must be provided (in any event no more than 15 days after leave is requested). Employees should plan on providing medical certification prior to taking leave where the need for leave is foreseeable. The Company may require subsequent medical recertification. Failure to provide requested recertification within 15 days, except in extraordinary circumstances, may result in the delay of further FMLA leave (meaning that interim leave may not be protected by the FMLA). Employees taking FMLA leave for their own serious health condition may also be required to provide a fitness-for-duty certification upon return to work, including during intermittent leave.

Exception for highly compensated employees

The Company may deny FMLA leave to highly compensated employees if it determines that granting FMLA leave would result in substantial economic injury to the Company. This determination is made on a case-by-case basis. For purposes of the FMLA, highly compensated employees are the most highly paid 10% of employees within a 75 mile radius of a covered worksite. The Company will notify employees if FMLA leave is denied on this basis.

Staying in touch while on leave

Employees who take leave because of their own serious health condition or to care for a covered relation must contact the general manager on a weekly basis regarding the status of the need for leave and intention to return to work. Employees who unequivocally indicate that they do not intend to return to work while protected by the FMLA may no longer be considered on FMLA leave.

Requesting additional leave

Employees who need to extend FMLA leave beyond what was originally granted must contact the general manager as soon as practicable upon becoming aware of the need for additional leave personally or if that is not possible, through their representatives. The Company may request appropriate substantiation (such as medical certification if applicable) of the need for additional leave in reviewing requests. If a request is granted, the Company will notify the employee of the new terms of leave. The Company may, but is not required to, grant leave beyond that required by the FMLA. Any leave beyond that required by the FMLA will not be subject to the protections of the FMLA.

Returning to work

Employees wishing to return to work from FMLA leave must give notice to the general manager as soon as practicable (note, a return to work date may be agreed upon at any point during FMLA leave). If a date is not previously agreed, the Company generally requires at least two business days' notice to restore an employee to work from FMLA leave.

* Note: Employees who are not eligible for FMLA (who may take unpaid approved leave) who are enrolled in Health insurance will be offered employee paid COBRA while on leave.

NJSTATE FAMILY LEAVE INSURANCE

Under the Family Leave Insurance provision of the New Jersey Temporary Disability Benefits Law, cash benefits may be payable for up to six (6) weeks to bond with a newborn or newly adopted child or to provide care for a seriously ill family member. To learn more about this benefit, please contact the general manager.

HEALTH & SAFETY GUIDELINES

- Safety is everyone's responsibility. Please follow the following guidelines:
- Guests have the right of way.
- Keep aisles and walkways clear at all times.
- Spills and broken dishes or glasses must be picked up immediately.
- Give any chipped dishes or glasses to a manager.
- Announce "behind you" to avoid collisions.
- Know all proper procedures for cleaning and storage of silver, glasses and dishes.

Guest and Staff Injuries: If any injury occurs, be caring and get a manager immediately.

RESTAURANT SECURITY

Follow all security policies for your own safety and protection. These policies include:

- All Employees must enter and exit the kitchen door in the courtyard unless directed to exit some other way by a manager.
- Unauthorized individuals are prohibited from being in the restaurant prior to opening and after closing.
- All personal belongings must be kept in the designated area or in Staff member lockers. You must provide your own locks. Stage House encourages all Employees to leave their valuables at home.
- Employee handbag and package checks may be conducted periodically by Management.

ROBBERY

If at any time you are in a robbery situation or threatened with bodily harm, be cooperative. Do whatever is requested of you. Money can be replaced, you can't!

HEALTH REGULATIONS AND SANITATION

Please use the designated Employee restrooms. Please do not use the Guest restrooms. Staff members must wash their hands after using the restroom. Frequently washing hands and equipment used will combat possible bacteria and viruses.

HOUSE KEEPING

With such an incredibly detailed and beautiful workplace, housekeeping is of the utmost importance: This means our uniforms, buildings and elaborate decor. We cannot accomplish this without your constant attention to detail. This includes ongoing cleaning of floors and counter tops, not only in your work area, but in the entire Stage House. Opening and closing checklists must be followed with an eye for extreme detail to cleanliness. Pre-shift and post-shift cleaning jobs will be assigned daily. Be proud of the Stage House's appearance by keeping it sparkling clean. Look at it through the eyes of our Guests!

SMOKE AND DRUG FREE ENVIRONMENT

Stage House provides a work environment that promotes productivity and the wellbeing of all Employees. Smoking and the use of drugs are prohibited due to the adverse effect it may have on Employees and Guests. Stage House has defined the following substance abuse rules to maintain a safe and productive working environment.

- Employees may not use, possess, sell, purchase or transfer alcohol, illegal drugs or unauthorized substances while working, while on company premises, or while operating company equipment, machinery.
- Staff members will not report to work or work under the influence of alcohol, illegal drugs or unauthorized substances. A violation of either of these rules will result in disciplinary action, up to and including termination.

COMMUNICATIONS

POLICY CHANGES, SCHEDULES, MEETINGS, ETC.

Hot Schedules is the platform we use for posting work schedules as well as sending messages concerning company announcements and policies and procedures. Reading and responding to messages sent to you through Hot Schedules is a mandatory part of your job. It is to your advantage to check for messages on a daily basis as new information is posted. You will be held accountable for this information.

IDEAS AND SUGGESTIONS

Employee input has helped Stage House become what it is today. Your ideas can benefit everyone by improving our working environment. When you have an idea for improvement, please tell a Manager. The Manager will then see to it that your ideas are discussed with the management team, and, possibly, incorporated into our workplace.

OPEN COMMUNICATION

If you have a problem with your working conditions, co-workers, company policy, or anything else job related, we urge you to contact management immediately. By resolving conflicts early, we will maintain a positive work environment. SH's open communications policy ensures that all Managers are there to help you succeed. If you have questions or concerns, they are more than willing to discuss them with you.

HOUSE RULES AND POLICIES

DRESS & GROOMING STANDARDS

Personal grooming and dress standards are an essential part of providing a quality experience to our guests. Neatness, moderation, and good taste contribute to the impression we make to our guests. A clean body, clean hands and nails, and a neat and clean appearance are required standards for all employees. Reasonable accommodation may be made to a person with a disability or religious/moral beliefs.

PERSONAL APPEARANCE

The Managers will review specific policies on appearance standards with you. Your appearance and hygiene must meet all federal, state and local laws or customs as well as restaurant policy standards. It is important to the health and safety of our guests and fellow employees that these standards are followed. In addition, the image that you originally present to a guest is usually the image that the guest will retain. Therefore, you can understand how your personal appearance and hygiene will directly affect the image of the Stage House.

FRONT OF HOUSE STAFF DRESS CODE:

Shoes must be black, polished and in good repair. Stacked heels or heels more than 2 inches, sandals and sneakers/rubber-soled shoes intended for athletic/sporting use are not permitted. In the best interest of safety, your job may require you to walk on surfaces that can become slippery. Therefore, non-skid soles are recommended for all employees. Facial jewelry of any kind is allowed upon manager approval. One ring per hand is permitted. A wedding ring and band are acceptable.

Fingernails must be clean, neatly trimmed and must not exceed more than a 1/4-inch past the finger. Polished nails must be in good condition (no chips) conservative colors only.

Service staff should avoid excess use of perfumes and colognes as they can cause an unpleasant experience for our dining guests.

Use of personal beeper or cellular phone is not permitted. Special circumstances may warrant the use of a beeper or cellular phone. Permission to use such devices during your shift must be obtained from your immediate supervisor.

STAGE HOUSE & TAVERN WAIT STAFF, BUSSERS, RUNNERS, BARTENDERS DRESS CODE:

A black Stage House polo shirt, apron, black dress slacks (*female bartenders are permitted to wear all black yoga pants), black socks & shoes are required (under shirts must be black as well)

One earring per ear is permitted. Earrings must not hang more than 1/2 inch below the ear lobe.

Uniform maintenance and cleaning are the responsibility of the employee. All uniforms must be cleaned, pressed and appropriately sized.

Part of dress standard is also having the right tools for work including, pens, wine key, lighter.

HOST STAFF DRESS CODE:

The host staff is the first impression of the restaurant, and should represent the restaurant in an appropriate manner. A blouse or shirt, black pants (no yoga pants or leggings), and shoes (no sneakers or flip-flops) are required.

HAIR FOR ALL EMPLOYEES:

Men's hair must be neat and combed at all times. Service staff hair length that extends below the shoulder must be clipped or tied back or worn in a bun.

Neatly trimmed and groomed mustaches and beards are permitted but must be maintained for a neat appearance.

Women's hair must be neat and combed at all times. Service staff hair length that extends below the shoulder must be clipped or tied back or worn in a bun.

Extreme hairstyles such as a Mohawk, or sculpted shaved head are not permitted. Hair must be neatly trimmed and combed at all times.

Extreme hair colors are not permitted.

Tattoos are upon manager approval whether or not they need to be covered during shift.

COMPOSURE AND BEHAVIOR

IN THE KITCHEN

Professional behavior is expected at all times in the kitchen. Shouting and loud talking are not permitted, because it is distracting and excess noise can be heard in the dining room. Horseplay such as pushing, shoving fighting or running are unsafe, distracting and are not permitted. Video games, CD players, Video Games and TV's are not permitted. Cell phones are not permitted unless to conduct restaurant business. When entering the dining room, kitchen employees are expected to be presentable. If necessary change your jacket or apron.

Front House employees are not to congregate in the kitchen. Front House employees only need to be in the kitchen if their work takes place there (food runner, barista) or if their work takes them there (as with bussers). When in the kitchen, Front House employees must maintain their professional demeanor. This is not a place to go to escape and relax or goof off; this is a department with professional working. Fooling around is distracting and dangerous.

IN THE DINING ROOM

Professional demeanor is expected in all dining rooms and common areas of the restaurant at all times by all stage house employees. Dining room staff must remain visible to guests during service unless performing a work related task in a behind the scenes area. Personal conversation with each other during service or congregating in a waiter station during service is inappropriate. All employees are expected to greet new customers or bid them good day/night, in the absence of a manager or hostess.

EATING AND DRINKING

BEVERAGE POLICY

Employees are entitled to drink soda, water, milk, coffee or tea. In the kitchen all beverages must be in plastic. Front house service staff must get a drink and drink it. Don't store it at the end of the bar or in the waiter station so you can revisit it time and time again. Don't leave empty or half consumed beverage glasses in the waiter station or anywhere, they cause clutter and spill easily.

GUM

Front of the house employees are not allowed to chew gum during service.

STAFF AT THE BAR POLICY

Employees of legal drinking age are welcome to drink at the bar as customers, so they can experience the restaurant from a guest prospective and are knowledgeable of the products we offer, however certain conditions apply:

- Employees must be finished with all of their side work and paperwork and off the clock. (and employees still on the clock should be finishing their work not hanging around the bar)
- You are required to change from uniform into street clothes, and where attire comparable to the clientele in the bar. It must be apparent that you are clearly off duty.
- The bartender is obligated to ring all drinks to employees and the employees are expected to pay for the drinks. A manager will apply your employee discount to the check.
- There are no buy backs for employees unless authorized by a manager, please don't put the bartenders in an awkward position by expecting free drinks.
- If an employee is seen taking or receiving free drinks, both they and the bartender will be subject to disciplinary action including termination.
- Employees drinking at the bar are still employees of the restaurant and it may be apparent to other guest that you are employees, so we expect that you will control your intake and not misrepresent the establishment.
- Under no condition is an employee to be drinking during the shift with the exception of a beverage manager educating staff or participating in an educational wine tasting.

PARKING FOR EMPLOYEES

In order to provide ample parking for our guests, all employees are required to park off-site in any of the Scotch Plains Municipal parking lots. We do not encourage employees to park in the on-street parking spots in front of our restaurant or in our parking lot. A \$50 fine will be given out to any employee who is found parking our parking lot. When possible walk out with someone when leaving the Stage House at night.

DISCIPLINARY ACTION

From time to time it is necessary to take disciplinary action, which may include written or verbal counseling, suspension, or other discipline up to and including discharge. Employment with the Stage House is at will, therefore employees are not guaranteed that they will receive advance warning prior to any disciplinary action, or that discipline will be applied progressively (i.e. employees are not guaranteed verbal or written warnings prior to more severe discipline including discharge being applied).

TRANSITION FROM EMPLOYMENT

RETURN OF PROPERTY

Employees are responsible for all Company property, materials, or written information issued to them or in their possession or control. Employees, on or before their last day of work must return all company property including uniforms. The Company reserves the right to seek legal remedies if such property is not returned in working order to the Company.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the Company. It is customary to give at least two weeks notice if you plan to leave the Restaurant so arrangements can be made for hiring and training your replacement.

FINAL PAY

Final paychecks will be distributed on the next regular payday following termination or in accordance with state law. Final paychecks will be mailed to the employee's home address unless other arrangements are made in advance. Accrued but unused vacation will be paid out upon separation in accordance with our policies or if required by state law.

SUMMARY

Again, we would like to thank you for choosing to be part of the Stage House team! We hope your experience with us will be a positive and enjoyable one. Remember, the number one priority at Stage House is our Guests come first. There is nothing more important than our Guests and their satisfaction with their dining experience here. Your personal "whatever it takes to please the Guest" attitude and actions will ensure success for all of us!

EMPLOYEE HANDBOOK RECEIPT FORM

This is to acknowledge that I have received a copy of the Stage House Restaurant Employee Handbook. I understand that I am employed at will, at the discretion of the Stage House, and that my employment may be terminated with or without cause at the sole discretion of the Stage House.

I understand that I am responsible for knowing the contents of this handbook and complying with the procedures and standards at the Stage House. I further understand that my employment with the company is for no definite period of time and that this handbook is not a contract of employment, but rather a helpful summary of the guidelines of the current policies and procedures of the Company. I understand that during the course of my employment, the company may find it necessary to modify the policies and procedures and may do so with or without prior notice to me.

Employee's Name (Print)

Employee's Signature-

Date:
