

**MYTH NIGHTCLUB & ELEMENT BISTRO
EMPLOYEE HANDBOOK**

We welcome you to Myth Nightclub & Element Bistro. We look forward to the opportunity to work with you and want you to know that we recognize our employees as our most valuable resource. Our continued success in providing the highest quality of food, beverages and service to our customers depends on having quality people like yourself and your fellow employees. We want you to enjoy your time here and are committed to helping you succeed in your new job. We have prepared this handbook to answer some of the questions that you may have concerning Myth Nightclub & Element Bistro and its policies. This handbook is intended solely as a guide. Read it thoroughly. If you have questions about anything, contact your Manager on Duty for assistance.

We hope you find your time with us to be an enjoyable and rewarding experience. Once again, welcome to Myth Nightclub & Element Bistro!

Sincerely,
Jon Mroz & Blake Henderson

Our Mission

Myth Nightclub & Element Bistro's mission is to enrich the lives of our guests, our employees and owners. We do this through superior quality food and beverages, legendary customer service, sales growth, cost controls and treating our employees like family. We believe that our employees are our most important resource and our success depends upon creating and retaining a staff capable of delivering an exceptional dining experience to every customer, every time.

Our Way of Doing Business

Myth Nightclub & Element Bistro's success depends on our people. Our business can only prosper and provide opportunities for employment and growth when we continually improve ourselves, and the work we do. We recognize however, that success is not measured by sales; guest counts, and numbers alone. We are measured as much by the way in which we achieve our goals, as we are by the actual achievements themselves. We believe that a commitment to uncompromising values and integrity should always guide our decisions and actions as we pursue our goals.

Following are the core values that form the foundation of our measurement of success: We believe in providing legendary service. Our goal is to provide the kind of unique and genuine sort of personal care and attention that our customers tell stories about.

We believe that "good" isn't enough. We never stop trying to do it better, no matter how good we are. We constantly strive to "raise the bar."

We believe in honesty and trust. We work to build trust with others in each and every transaction and interaction. We recognize that honesty and trust form the bond that holds organizations and relationships together.

We believe in the ongoing training and development of our people. We see it as a worthy investment in the future of the business and as a way of enabling our people to achieve their potential in whatever they do.

We believe our continued success depends on teamwork. We know that great achievements are only possible from helping and respecting each other.

We believe in doing business in a professional and orderly manner. We take great pride in having good systems, standardized procedures and being organized.

We believe in being responsible to others and to ourselves. We do what we say we are going to do when we say we are going to do it. We believe in personal accountability and avoid blaming others when things don't turn out as planned.

About This Handbook

This handbook is designed to help you get familiarized with Myth Nightclub & Element Bistro. We want you to understand how we do business and how important you and every employee is in helping us take care of our guests and making this a fun and rewarding place to work. The policies stated in this handbook may change from time to time. It isn't flawless either.

We've done our best to include as much information as possible in an easy-to-understand manner.

This handbook is not a contract, which guarantees your employment for any specific time. Either you or Myth Nightclub & Element Bistro may terminate your employment at any time, for any reason, with or without cause or notice.

Understand that no supervisor, manager, or representative of Myth Nightclub & Element Bistro, other than the owners of Myth Nightclub & Element Bistro has the authority to enter into any agreement with you for employment for any specified period or to make any such promises or commitments.

We wish you the best of luck in your position and hope that your employment with Myth Nightclub & Element Bistro and as we expressed earlier in this handbook, will be a very enjoyable and rewarding experience.

Employment Policies

Hiring

It is Myth Nightclub & Element Bistro's policy to hire only United States citizens and aliens who are authorized to work in this country. As required by law, employees will be required to provide original documents that establish this authorization within three days of their date of hire. If the documents are not provided within the three day period, we have no choice, under the law, but to terminate the employee until the appropriate documents are provided. Employees and employers are both required to complete a form furnished by the Department of Labor, and the details provided must be valid and authentic. If at any time during an employee's employment, it is discovered that any document used was invalid or not authentic, the employee must, by law, be immediately terminated.

Non-Discrimination

Myth Nightclub & Element Bistro is an equal opportunity employer. We will not tolerate discrimination based on race, sex, age, national origin, religion, sexual orientation, or disability. Employment decisions, such as hiring, promotion, compensation, training and discipline will be made only for legitimate business reasons based upon qualifications and other nondiscriminatory factors.

Age Requirements

All servers, as per the law, must be at least 18 years of age. Employees under the age of 18 must comply with all federal wage and hour guidelines, no exceptions. The required work permits must be supplied when applicable.

Training

You have been through our employee selection process, have been selected for employment and appear to have the potential to develop into a successful employee. However, we want the opportunity to begin the training period, get to know you, see how you fit in with your co-workers and determine if you are willing and able to carry out the responsibilities for the position in which you were hired.

It's also important for you to get to know us and become familiar with how we operate to find out if this job is a good fit, therefore, we have a 30 day Orientation Period for that purpose referred to above. The 30 day period allows both you and the Company to see whether or not it's a good fit and if not, part company as friends. During the Orientation Period you will begin your training and be observed by management.

Also, during this time if you feel you do not understand what's expected of you or that you need additional training, we encourage you to ask questions and seek additional help from our management staff.

Evaluations

To help you be successful in your job you will receive adequate training. You will not be expected to be on your own until you are ready. You will participate in detailed training programs and receive training materials to help you perform your job the right way. Your trainers are considered our “best” and have been certified to train for that position. We spend considerable time and money educating our trainers to prepare each new employee for their job. We want you to be a knowledgeable and productive member of our staff.

Schedules

Schedules are prepared to meet the work demands of the business. As the work demands change, management reserves the right to adjust working hours and shifts.

Schedules are posted weekly on Tuesday one week out. Each employee is responsible for working their shifts. You should arrive for your shift with enough time to make sure you're ready to work when your shift begins. We suggest that you arrive 10 to 15 minutes before your shift begins so that you have time to get settled, attend pre-shift meetings, and get ready for your shift. You should clock in using the POS system when your shift begins and be ready to start work immediately. Employees must enter and exit through the front door during business hours – not the back door. Schedule changes may be allowed only if you find a replacement and get a manager's approval. To be valid, the manager must indicate and initial the change on the posted schedule. The business usually requires high levels of staff on or around holidays, sporting and other special events. We understand that you have a life outside of the business and will always try to find a way to work with you on your schedule requests. We do, however, ask you to remember just how crucial each position is to the proper functioning of the business. Please remember that even though we will try to comply with your requests, there is no assurance that you will get the requested time off.

Overtime

In accordance with Federal Minimum Wage Law, employees are paid overtime when they work more than 40 hours in one week. Hourly employees are paid at one and one-half times their basic straight time rate for all overtime hours worked. Tip credit will be factored into the hourly rate for tipped employees.

Standards of Conduct

Consistent with our Mission and values, it is important for all employees to be fully aware of the rules, which govern our conduct and behavior. In order to work together as a team and maintain an orderly, productive and positive working environment, everyone must conform to standards of reasonable conduct and policies of the Business. Failure to follow these policies will result in disciplinary action.

1. Invalid Work Authorization Forms
2. Supplying false or misleading information to the Business, including information at the time of application for employment, leave of absence or sick pay.
3. Not showing up for a shift without notifying the Manager on duty. (No call, no show, no job)

4. Clocking another employee “in” or “out” on the Business timekeeping system or having another employee clock you either “in” or “out.”
5. Leaving your job before the scheduled time without the permission of the Manager on duty.
6. Arrest or conviction of a felony offense.
7. Use of foul or abusive language.
8. Disorderly or indecent conduct.
9. Intoxication on Business property during Business hours.
10. Theft of customer, employee or Business property including items found on Business premises. Including but not limited to food, drinks, or any kind of equipment.
11. Theft, dishonesty or mishandling of Business funds. Failure to follow cash, guest check or credit card processing procedures.
12. Refusal to follow instructions.
13. Engaging in harassment of any kind toward another employee or customer.
14. Failure to consistently perform job responsibilities in a satisfactory manner within the 30 day orientation period.
15. Use, distribution or possession of illegal drugs on Business property or being under the influence of these substances when reporting to work or during work hours.
16. Waste or destruction of Business property.
17. Actions or threats of violence or abusive language directed toward a customer or another staff member.
18. Excessive tardiness.
19. Habitual failure to punch in or out.
20. Disclosing confidential information including policies, procedures, recipes, manuals or any propriety information to anyone outside the Business.
21. Rude or improper behavior with customers including the discussion of tips.
22. Smoking or eating in unapproved areas or during unauthorized breaks.
23. Not entering and exiting the business through approved entrance.
24. Failure to comply with Business’s personal cleanliness and grooming standards.
25. Failure to comply with Business’s uniform and dress requirements.
26. Unauthorized operation, repair or attempt to repair machines, tools or equipment.
27. Failure to report safety hazards, equipment defects, accidents or injuries immediately to management.

Disciplinary Actions

Myth Nightclub & Element Bistro follows a ‘Three Strike’ policy as listed below. Any standard of conduct that is not followed will result in an employee receiving a strike.

Strike 1 – Written or Verbal Warning

Strike 2 – Suspension, Removal of Shift Meal/Drinks, Shift Reduction

Strike 3 – Termination

AN EMPLOYEE INVOLVED IN IMPROPER CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION WITHOUT A WRITTEN WARNING. THE STRIKE SYSTEM APPLIES AT MANAGERMENTS DESCRETION.

Harassment

It is this Business's policy to treat all personnel with dignity and respect and make personnel decisions without regard to race, sex, age, color, national origin, religion or disability. We strive to provide everyone a workplace that is free of harassment of any kind. Employees are encouraged to promptly report incidences of harassment.

Sexual Harassment

All of our employees have a right to be free from sexual harassment. Myth Nightclub & Element Bistro does not condone actions, words, jokes or comments that a reasonable person would regard as sexually harassing or coercive.

Definition of Sexual Harassment

Sexual harassment encompasses any sexual attention, from either gender, that is unwanted and is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission is made an express or implied term or condition of employment or status in a class, program or activity.
- Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or grading a course).
- The conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating, hostile or offensive environment for work or learning, including harassment in the workplace from an outside party, such as a vendor.

Sexual harassment may take many forms, for example:

- Physical assault.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work schedule, promotion, job assignments, evaluation, wages or any other condition of employment.
- Direct propositions of a sexual nature.
- Comments of a sexual nature.
- Sexually explicit statements, questions, jokes or anecdotes.
- Unnecessary touching, patting, hugging or brushing against a person's body.
- Remarks of a sexual nature about a person's clothing, body, sexual activity or previous sexual experience.
- Employees need to be concerned not only with the intent of their actions of this kind but also the effects; while sexual harassment involves repeated, unwanted sexual attention, persons involved in isolated or inadvertent incidents demonstrate insensitivity toward others. Repeated occurrences will be considered intentional violations of the policy.

Anyone who feels it necessary to discuss what may appear to be sexual harassment should report the harassment promptly to at least two people who are in a supervisory or management capacity.

Your report will be kept as confidential as possible. A prompt and thorough investigation will be made. If a claim is substantiated, the Company will take immediate and appropriate action,

including discipline and possible termination.

Absences

All employees are expected to work on a regular, consistent basis and complete their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. Disciplinary action taken because of absenteeism will be considered on an individual basis, following a review of the employee's absentee and overall work record.

- If you are going to be late or miss work, employees are expected to call and talk to Manager on Duty at least 2 hours before they are scheduled to work.
- Any employee who does not call or report to work for two consecutive shifts will be considered to have voluntarily resigned employment at Myth Nightclub & Element Bistro.
- Prior to taking a leave of absence for purposes of vacation, personal leave, military or jury duty, or other planned absence, an Employee Leave Request Form, available from your Manager or Supervisor, should be submitted to and approved by the Manager on Duty.
- Employee Leave Requests should be submitted at least two weeks prior to the scheduled leave date, unless the request is due to an unexpected emergency. The nature of the emergency should then be shared with the Manager on Duty.
- To return to work from an accident or medical leave, all employees must present a doctor's release.
- Any employee who fails to return to work at the expiration of a personal leave of absence will be deemed to have abandoned their job, unless Myth Nightclub & Element Bistro is notified of a reason, satisfactory to management, for not returning to work at the end of the leave of absence.

Tardiness

Employees must be prepared to start work promptly at the beginning of the shift. Always arrive at the Business 10 to 15 minutes before your shift or earlier for mandatory staff meetings. Your scheduled time is the time you are expected to be on your job, not arrive at the Business. Repeated tardiness is grounds for termination. If it is not possible for you to begin work at your scheduled time, call the Business and speak to the Manager on duty.

Resignations

You are requested to give a two-week notice of your plans to leave the business. A notice is important so that we have time to hire someone to take your place. Giving a two-week notice is a professional courtesy and assures that you are eligible for re-hire and will not have a "left without resignation notice" on your employment record.

Time Clock Procedures

You should arrive at the business 10 to 15 minutes before you are scheduled to start work. Notify the Manager on duty that you have arrived for your shift. You may clock in within 5 minutes of

the start of your shift. All hourly employees are given an employee ID number to clock in and out on the Business's timekeeping POS system.

Tampering, altering, or falsifying time records or recording time on another employee's ID number is not allowed and may result in disciplinary action, up to and including termination.

Payroll Checks

Paychecks are available by Direct Deposit into your bank on a bi-weekly basis. If you do not have a bank account, we suggest getting an account as soon as possible. If you are unable to apply for a bank account, we will arrange a physical check for you. Please discuss with your manager. After payday, you may pick up your physical paycheck during the same hours. Please understand that it may be difficult for anyone to be available to obtain your paycheck during peak business hours.

Payroll Deductions

Your paycheck will indicate your gross earnings as well as deductions for federal and state withholding taxes and social security and Medicare taxes. Federal and state withholding taxes are authorized by you based on the information you furnished to us on form W-4. If you want an explanation of your deductions or if you wish to change them in any way please manager on duty.

As per state law, the Business complies with court orders in connection to garnishments from employee paychecks as directed by the proper authorities. You will be notified of any court-ordered payroll deductions.

Change of Address

We ask that you report any address changes to manager on duty as soon as possible so your year end statement of income and deductions, form W-2, will be mailed to the correct address.

Lost Paychecks

Report lost paychecks to manager on Duty. We will stop payment on the lost check and reissue you another check on the next payroll cycle. The reissued check will incur a deduction equal to the bank stop payment charge.

Holidays

Due to the nature of the business, you may be required to work holidays

Vacations

Vacations are provided by the Business to enable employees to leave their work environment for a period of time and must be taken within the year in which they are earned.

Request forms (Employee Leave Request) for vacation are available on 7Shifts and are to be submitted and approved prior to granting vacation leave. Employees are asked to submit requests for vacation at least one month prior to the scheduled vacation date, unless the request is due to

an unexpected situation. Efforts will be made to grant vacation time as requested, but business needs may require an employee to adjust his or her vacation time.

Worker's Compensation

Worker's compensation provides benefits for employees who suffer personal injury from accidents or illnesses arising out of, and in the course of, their employment with the Business. An employee who is injured on the job, regardless of the severity of the injury or illness, should:

- Report the occurrence to the manager on duty.
- The manager on duty will need to obtain information as to exactly what happened, how the injury or illness occurred, the exact time and location, as well as any witnesses to the occurrence.

Employee Meals

Employees receive a 30% discount off the regular price of all food & alcohol menu items. Each employee may receive either a shift meal that totals less than \$12 or one alcoholic beverage that totals less than \$9 after each shift.

Employee Use of Social Media Websites

While Myth Nightclub & Element Bistro encourages its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a problem if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the company; directly or indirectly disclosing confidential or proprietary information; or harming the goodwill and reputation of Myth Nightclub & Element Bistro among its customers or in the community at large. In the area of social media (print, broadcast, digital, and online), employees may use such media in any way they choose as long as such use does not produce the adverse consequences noted above. For this reason, Myth Nightclub & Element Bistro reminds its employees that the following guidelines apply in their use of social media, both on and off duty:

1. If an employee publishes any personal information about themselves, another employee of Myth Nightclub & Element Bistro, a client, or a customer in any public medium (print, broadcast, digital, or online) that:
 - a. has the potential or effect of involving the employee, their co-workers, or Myth Nightclub & Element Bistro in any kind of dispute or conflict with other employees or third parties;
 - b. interferes with the work of any employee;
 - c. creates a harassing, demeaning, or hostile working environment for any employee;
 - d. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the company's clients or customers;
 - e. harms the goodwill and reputation of Myth Nightclub & Element Bistro among its customers or in the community at large;
 - f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information; or
 - g. reveals proprietary information or Myth Nightclub & Element Bistro trade secrets;

the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the circumstances.

2. No employee of Myth Nightclub & Element Bistro may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of Jon Mroz.

3. Employees who conduct themselves in such a way that their actions and relationships with each other could become the object of gossip among others in the office, or cause unfavorable publicity for Myth Nightclub & Element Bistro in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from (a designated member of management) to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.

4. Be respectful to Myth Nightclub & Element Bistro, co-workers, customers, clients, partners and competitors, and be mindful of your physical safety when posting information about yourself or others on any forum. Describing intimate details of your personal and social life, or providing information about your detailed comings and goings might be interpreted as an invitation for further communication ---or even stalking and harassment that could prove dangerous to your physical safety.

5. Social media activities should never interfere with work commitments.

6. Your online presence can reflect on Myth Nightclub & Element Bistro. Be aware that your comments, posts, or actions captured via digital or film images can affect the image of Myth Nightclub & Element Bistro.

7. Do not discuss company clients, customers or partners without their express consent to do so.

8. Do not ignore copyright laws, and cite or reference sources accurately. Remember that the prohibition against plagiarism applies online.

9. Do not use any Myth Nightclub & Element Bistro logos or trademarks without written consent from management or verbal / written consent from Jon Mroz. The absence of explicit reference to a particular site does not limit the extent of the application of this policy. If no policy or guideline exists, Myth Nightclub & Element Bistro employees should use their professional judgment and follow the most prudent course of action. If you are uncertain, consult your supervisor or manager before proceeding.

Customer Service

Our business exists only because of customers, and in particular repeat customers who voluntarily choose to return here and spend their money on our food and beverages. Without the customer we don't have a business, they are the only reason we are here. As a result, taking care

of our customers is our highest priority, in fact a privilege, never an interruption. At Myth Nightclub & Element Bistro the customer always comes first!

Customer Complaints

Nobody enjoys being the recipient of customer complaints, but complaints are to be expected as part of being in the hospitality business. Complaints can even be viewed in a positive light if they are handled properly. Complaints can give us insights as to how to make our Business better, demanding customers force us to be our best and resolving complaints satisfactorily can even increase customer loyalty IF they are handled properly.

When faced with a customer complain:

- Don't get defensive and try to explain.
- Remove the offending item immediately.
- Apologize for the problem and tell the customer you will take care of the problem.
- If you need the assistance of a manager, don't hesitate to ask.
- Do everything you can to let the customer you care and that this isn't the kind of experience you want them to have at our business.

Telephone Courtesy

It is everyone's responsibility to answer the phone. Always answer the phone promptly, within two rings. Always answer in a friendly, polite manner: "Good (morning, afternoon, evening), Myth Nightclub & Element Bistro, how may I help you?"

Respond to any questions that you are absolutely certain. If you are uncertain, ask the person if you may put them on hold for a moment and quickly refer the call to a manager. Always thank the person for calling. Always ask the caller for their name when they ask to speak to a manager or customer.

Management / Employee Relations

Our managers are committed and trained to provide you with the tools and positive working environment for you to do your job to the best of your ability with minimal distractions. You will be treated with respect and dignity by all of our management personnel and we will try our best to recognize and reward your hard work and accomplishments.

We recognize there may be occasions for misunderstandings and problems to come up. We want to clear up these types of situations in a fair and timely manner and in order to do this we need your help in bringing them to our attention. We want you to know that "management is never too busy to be informed of work-related problems, complaints or disputes of any employee."

If you have such a problem, you should promptly talk to your manager on duty They will listen in an open, objective and courteous manner. We want to understand and solve If the problem is not resolved to your satisfaction, you should take up the matter with the owner.

Every necessary action will be taken to resolve a problem or settle a dispute in a fair and equitable manner. We recognize our employees as our most valuable resource and we take all employee problems and complaints very seriously. No problem is too small or insignificant and each issue will be given the utmost attention and consideration.

Meetings

Staff meetings are held on a weekly basis for your benefit as well as for the Business. Meetings are held for a variety of reasons and can include new menu offerings, upcoming promotions and events, training, policies, etc. Such meetings are treated as a shift and attendance is mandatory. Only management-approved absences will be accepted. Most meetings offer employees the opportunity to provide valuable input for feedback and provide suggestions to enhance our working environment and the operation of the Business.

Teamwork

We cannot achieve our goals and provide the highest levels of service to our customers without working together as a team. Teamwork basically boils down to common courtesy and common sense. If a co-worker is overloaded and you're not, help them in any way you can. It's only a matter of time before they will return the favor. Pitch in to help a customer whether they are technically yours or not. If another employee hasn't quite caught on to something and you have, ask if you may suggest another way to do it.

Genuine teamwork makes for a much more enjoyable and satisfying work experience and results in happier (and more generous) customers.

Communication

It is important for every employee to have a good sense of "what's going on" in the Business. It is management's responsibility to keep everyone informed of ongoing changes and news affecting the Business and our people. Such communication takes place primarily in pre-shift meetings, general meetings and by posting notices and information to the "bulletin board" located in the offices.

Safety

Myth Nightclub & Element Bistro is committed to maintaining a safe workplace for all of our employees. The time to be conscious about safety is before an accident happens.

Safety is everyone's responsibility and is a regular, ongoing part of everyone's job.

You will receive more specific, detailed information and training on safety issues as an ongoing part of your employment. However, here are some basic guidelines and safety rules to always keep in mind:

- Wipe up spills immediately.
- Never run in nightclub, behind the bars or in the kitchen, always walk carefully. Even when it's busy, take small steps and pay attention.
- Wear shoes with non-slip soles. They cost no more than standard shoes. Ask your manager about where to purchase them.
- Report defective equipment or tools to a manager immediately.
- Never operate equipment unless you have been trained how to use it properly.
- Pay special attention when using slicers. They are very sharp and move very fast.
- Wear nylon, no-cut gloves when cleaning slicers. If you don't have a pair, see a manager.
- Never try to catch a falling knife. Knives are easier to replace than fingers.
- Let people know when you're carrying anything hot. Don't be shy, yell out something like, "HOT STUFF COMING THROUGH."

- Don't put hot food or plates in front of small children.
- Use proper lifting techniques. Never lift too much. If it's uncomfortable, make two trips or get some help. Remember to always bend at the knees, lift with you legs, not your back.

Sanitation

We are obsessed with sanitation and food safety! Due to the nature of the business, it is **ABSOLUTELY ESSENTIAL** that **EVERYONE** follows safe food handling procedures. This is one area of the Business where there is absolutely no compromise. **NEVER** take shortcuts on food safety and handling. Every day we are entrusted with the health and even lives of our customers. This is a huge responsibility, one that we must never take lightly.

While you will receive additional and ongoing training on food safety issues following are some of the basic rules we **ALWAYS** follow and enforce:

Keep your hands washed. Always wash your hands after using the restroom, smoking, touching your hair, eating, sneezing or coughing. If you use latex gloves, change them frequently. Sanitize everything. Besides clean hands, use sanitizing solution to constantly keep counters, cutting surfaces, and utensils. This helps to keep food handling areas and preparation tools free of bacteria.

Prevent cross-contamination. Cross-contamination occurs when raw meat comes in contact with other food that will be served without further cooking. For example, never place raw chicken on a cutting board and then cut vegetables for an uncooked product on the cutting board without first washing and sanitizing it first. The same for utensils like knives and portioning tools, always wash and sanitize them after every use.

Keep food at the proper temperatures. Potentially hazardous foods like meat, poultry, dairy and fish should always be stored below 45°. Food that is cooking or in holding should always be above 140°. Bacteria count on food grows rapidly between 45° and 140° so it's imperative that our food products spend a minimum amount of time in the "temperature danger zone." Store food correctly. Raw meat should always be stored below cooked or prepared food. Raw poultry is always placed on the bottom shelf of the walk-in. Keep chemicals and cleaning products away from food products.

Dress Code

To maintain our image as an exceptional, high quality business we need to dress the part. Following are detailed descriptions of dress for both the nightclub and kitchen positions. If you have any questions regarding our dress code please ask the manager on duty.

ALL STAFF

Appearance - Clean and well groomed hair. Hair pulled back off the shoulder. Well groomed hands, fingernails and fingernail polish. Facial hair should be neat and well trimmed.

Accessories - No excessive cologne, perfume, make-up or jewelry. No earrings longer than 1 inch. No hat or unauthorized buttons can be worn.

Shoes - Black shoes only with non-slip soles that permit walking safely on wet or greasy floors. Shoes must be clean. Socks must be dark, preferably black.

Shirts - Shirts must be in good condition, not soiled or stained. Shirts must fit at the sleeve

INDIVIDUAL STAFF

Door Security

Black Button Down , Black Slacks or Jeans, Black Dress Shoes Comfortable. Belt with Tucked In Shirt. No Hats.

Indoor Security

Black Collard Shirts or Security Shirt, Black Slacks or Jeans, Black Shoes. No Hats

Bartender Uniform

Men: Button Down, Black or Blue Jeans, Closed Toed Shoes, Tucked or Untucked.

Women: Presentable Top or Shirt. Black Tank Top or Shirt. Black or Regular Jeans. Closed Toed Shoes. No Hats

Barback

Black Collared Shirt or T-Shirt, Black or Blue Jeans. Closed Toed Shoes. No Hats. Must Have a Belt.

Kitchen

Black work shoes with non-slip soles that permit walking safely on wet or greasy floors. No tennis shoes. Myth Nightclub & Element Bistro issued Chef jackets only. They must always be worn to work clean and well maintained.

Accidents and Emergency Situations

Report all accidents, no matter how minor they seem, to the manager on duty. In the event of an emergency, like an apparent injury or choking situation, notify a manager immediately.

Managers are responsible for administering CPR, choking procedures or appropriate first aid.

Crime and Robbery

If you are ever involved in a robbery, DO NOT RESIST. Statistics show that people, who resist, are three times more likely to be injured than people who do not resist. The safety of you, your fellow employees and customers are our highest priority. Don't be a hero, always cooperate fully and do not resist!

Fire Protection

All employees must know the specific location and operation of fire protection in the Business. The Business is equipped with many fire-extinguishing systems in the ducts, by the stoves and other cooking equipment that contains a dry chemical. They can be set off immediately by pulling the ring attached to each system. We also maintain hand held CO² systems (behind the

bar, in the kitchen, etc.) Be very specific before setting off a fire alarm or notifying someone to take action.

If the fire alarm sounds, assist guests to the nearest fire exit and out of the building immediately. Tell them the business is under “Fire Alarm Status” and it is their responsibility to leave the business through the nearest exit.

Proprietary & Confidential Information

It is illegal to steal, copy or communicate or transmit a former employer’s confidential or proprietary information. Proprietary information is defined as “the whole or any part of any scientific or technical information, design, process, procedure, formula, or improvement that has value and that the owner has taken measures to prevent from becoming available to persons other than those selected by the owner to have access for limited purposes.” Our internal business practices, procedures and recipes are of great value to Myth Nightclub & Element Bistro. Employees are not to disclose any proprietary processes or recipes to any person unless directed to by Myth Nightclub & Element Bistro’s (management or owner). Myth Nightclub & Element Bistro will institute civil action against anyone who violates this policy.

Solicitation

Employees - There should be no solicitation or distribution of literature of any kind by any employee during actual working time of the employee soliciting or the employee being solicited. Working time does not include lunch and rest breaks. Any employee who violates any part of this policy will be subject to counseling and disciplinary action up to and including dismissal. Non-Employees - Non-employees are prohibited from soliciting and distributing literature at all times anywhere on Company property. Non-employees have no right of access to any area of the premises other than areas open to the public, and then only in conjunction with the area’s public use.

Cellular Phone Use Policy

Myth Nightclub & Element Bistro has adopted the following cellular phone use policy. This usage applies to any personally owned device capable of placing or receiving phone calls, messages, text or video messages, or with access to the internet or email.

Cell Phone Use for Business While Driving is Prohibited

Myth Nightclub & Element Bistro is aware that some employees use their cell phones for business purposes while driving in their personal or company vehicle. It is the opinion of Myth Nightclub & Element Bistro that cell phone use while driving is dangerous, therefore, the company prohibits employee use of any cellular phone, either hands on or hands free, for business purposes related in any way to our company, while driving. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving.

When use of a cell phone is necessary, the employee shall park the vehicle in a manner consistent with traffic safety standards before placing or answering calls.

Cell Phones in the Business - Management

Myth Nightclub & Element Bistro is aware that certain management level employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, cell phones can be a distraction in the business. To ensure the effectiveness of day-to-day management tasks such as directing employees, customer interaction, staff meetings and other job-related activities, management employees are asked to leave cell phones in the office unless otherwise permitted in this policy. Or, on the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried in the business as long as it is on vibrate mode. The office is the preferred location for cellular phone use. Other acceptable areas are food, beverage and supply storage areas if necessary when placing vendor orders, or, outside the business. Use of cell phones is prohibited in the dining room, bar or any place that is in view of the customer.

The recognized management level job positions for which the business use of cell phones is permitted for Element Bistro & Myth Nightclub are as follows:

General Manager, Bar Manager, Barback Manager, Security Manager, VIP & VIP Manager, Kitchen Manager, and Chef.

Cell Phones in the Business – Staff

Non-management level employees are prohibited from cell phone use while at work. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email or checking for phone messages.

Emergency Use of Cell Phones – Staff

Element Bistro & Myth Nightclub recognizes the fact many of their employees use a cell phone as a means for emergency notification by family, schools, hospitals and other persons or organizations for which emergency contact is necessary. In accordance to this need please notify all family members, teachers, etc. of your work number in which you will be reachable at. Employees will be notified the moment an emergency call is received and will be allowed to do everything the situation calls for.

Violation of Policy is Cause for Disciplinary Action

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Handbook Receipt

This Employee Handbook does not constitute a contract of employment either in whole or in part. The Company, reserves the right to add, delete, or change any portion of the Employee Handbook with or without notice.

MYTH NIGHTCLUB & ELEMENT BISTRO

EMPLOYEE HANDBOOK

I acknowledge receipt of, and have read, the Employee Handbook that outlines my benefits and obligations as an employee of Myth Nightclub & Element Bistro. I understand the Standards of Conduct and each of the rules and regulations which I am expected to follow, as well as the additional policies. I agree to abide by all of them.

All employees are expected to conform their conduct to the rules and regulations as set out in this handbook, and understand that they are at-will employees. The contents of any Employee Handbook, including this one, that may be distributed during the course of their employment shall not be construed to be a contract or in any way binding. The Company reserves the right to change, at its discretion, the contents of this handbook.

POLICY STATEMENT

This handbook is a general guide and provisions of this handbook do not constitute an employment agreement (contract) or a guarantee of continued employment. It is simply intended to outline the benefits and work requirements for all employees. It is further understood that the Company reserves the right to change the provisions in this handbook at any time. It is policy of the Company that employment and compensation of any employee is at will and can be terminated with or without cause, at any time, at the option of the employee or at the option of the Company.

FOR THE EMPLOYEE'S INFORMATION:

Your employment status:

Your position title:

General Manager's Name:

Your starting date:

Manager's Signature: _____

Date:

Employee's Signature: _____

Date: