



Wright's Concessions LLC.

WrightsConcessions.com

Updated: January 1, 2026

Welcome Note to New Team Members

We as the Wright family want to welcome you as a part of our family, and thank you for bringing your services to Wright's Concessions LLC. We have been in the outdoor food and beverage industry for several years & it's still hard to find good hardworking, honest employees. Our hope is that you are our best employee yet. We are always about helping others & providing great customer service & we must have seen that potential in you or you would **NOT** be reading this.

Throughout the course of this handbook, you will find all policies & information pertaining to our business. We recommend you read the entire contents and become familiar with all information.

If you ever have questions, please feel free to let us know as we can not help if you do not talk to us. Remember we are always willing to work with you.

We hope you enjoy your job...

The Wright Family

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Sexual Harassment Policy

Wrights Concessions LLC.

I, the undersigned have read the following and have attended several employer/employee meetings to review, discuss, and agree to the company's rules & procedures. I fully understand the procedures & personal contacts for filing of any and all complaints.

Upon applying to work for Wright's Concessions LLC., the Wright family and their management, I realize that due to the nature of small business, job description, and the necessary contact with thousands of customers and employees of all nationality, age, and various backgrounds, I at all times could expect to hear or be apart of sexual activity and hostile remarks and contacts. I have been briefed several times about company rules as follows, which are not totally inclusive of exceptional potential situations.

If you have concerns or questions regarding sexual harassment, please be sure to ask prior to signing this document. Otherwise, this document serves as your briefing to our sexual harassment policy.

1. Wright's Concessions LLC. and its management have zero tolerance for sexual harassment and any and all discrimination. Wright's Concessions LLC. will not allow or provide any type of a hostile work environment.
2. Any claims of sexual, physical, verbal, or non-verbal complaints must be individual, non-restrictive, self-liability claims.
3. All claims or complaints will be held strictly confidential and must be in written form. Employee's identity will be kept secret.
4. All claims once received in writing will be acted on within five working days or sooner if practical. Written complaint must be signed and dated by person filing complaint, also a witness must sign and date complaint.
5. Employee filing a complaint will not receive any backlash regarding the filing of said complaint but will be terminated if it is found that false information was intentionally given.
6. Any complaint can be filed with Wright's Concessions office staff by emailing support@wrightsconcessions.com or an attorney of the claimant's choice.
7. Claimant will be immediately advised and kept informed of the investigation of said charges and final disposition of case and action taken against said complaint.
8. There is a 180-day statue of limitations for prosecuting the offenders unless assault is involved.
9. The above policies and rules apply for any supplier or business associates of Wright's Concessions LLC., and its associated companies.

The above rules, regulations, and procedures are in force and made part of employee's personal record.

You will be required to sign a copy of this prior to employment with Wright's Concessions commencing.

Wright's Concessions

Equal Opportunity Employer & Sexual Harassment Policy

Objective

Wright's Concessions LLC. is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Wright's Concessions LLC. prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. Wright's Concessions LLC. conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, Wright's Concessions LLC. will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Wright's Concessions LLC. and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Wright's Concessions LLC..

Dissemination and Implementation of Policy

The officers of Wright's Concessions LLC. will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department.

Procedures

Wright's Concessions LLC. administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "An Equal Opportunity Employer—M/F/D/V."
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, The report should be made within 48 hours of the incident.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Harassment

Harassment is a form of unlawful discrimination and violates Wright's Concessions LLC. policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

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

Wright's Concessions LLC. encourages employees to report all incidents of harassment to a member of management. Wright's Concessions LLC. investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Wright's Concessions LLC. will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Also, you will be required to sign a copy of this prior to your employment with Wright's Concessions LLC. commencing.

Website – WrightsConcessions.com -

- **Applications** – Here you can print off an application, fill it out & bring it to us, or submit it online. Once we receive your application (if we are hiring) we will schedule a face-to-face interview. Assuming you are a fit we will direct you where to locate the “New Hire” packet & how to fill it out.
- **Employee Section** – You will find a tab at the top listed “Employees”. Within that tab you can view all information pertaining to your job including copies of Posters, register details, handbook. Uniform order forms, etc. If you have any questions, please be sure to ask.
- **Blogs** – We are consistently posting new blogs & updates, so feel free to like us on facebook (wrightsconcessionsllc) to stay updated with our blogs.
- **Feedback** – You will see a tab labeled “Contact Us” on our website, which is where new and past customers are able to give details about their visit to our locations.
- **Details & Updates** – We always recommend that you as an employee of Wright’s Concessions LLC. to get familiar with our website. Current copies of handbooks are always available along with all order forms regarding uniforms and anything else available.
- **Handbook** – If for some reason you lose your copy or want an updated copy we will direct you to visit wrightsconcessions.com & look under the “Employees” tab to obtain a new one. New updates to handbooks are always posted online, so it is up to you to check the site for handbook updates.
- **Social Media** – We appreciate you liking us on facebook or any other social platform, but we will not deal with any negative comments. If you get fired or terminated do not take it out on Wrights Concessions through social media. If you decide to disrespect us we will involve our attorneys, and appropriate action will be taken. By signing stating you understand the handbook and have read it you are also stating you understand our social media guidelines.

Pay Structure –

- **Clocking in & out** – Wright’s Concessions LLC. uses Homebase as our timeclock management system. You will find tablets located in several of our locations. These tablets are used to clock in and out. Just ask your “Facility Manager” & he/she will show you the process once we assign you a register code. Clocking in and out is solely your responsibility. If you fail to clock in you will not get paid, but if you tell us, you forgot we are more than happy to help you fix the issue. Do not make forgetting a regular occurrence.

- **Cash Advances** – We allow up to \$50.00 a week in cash advances, (Ohio Only) which will be deducted from your weekly paycheck. You will need to sign a form prior to receiving your advance.
- **Employee Breaks** – After 4 hours of work, all employees are entitled to a ½ hour break without pay. This is on here for informational purposes, but currently we do not enforce this due to the nature of our businesses.
- **Address or Personal info Changes** – It’s your responsibility to notify us if the information you gave us when you applied changes. If we do not hear from you than your W-2 and any other mailings will always be mailed to that address. Also, it’s your responsibility to review the information on each of your pay stubs and inform us if there is an issue. If you quit or get fired you will still receive a w-2 so you will need to update us on information changes. We are not responsible if you do not inform us. Address & Bank Change forms can be located online under the “Employees” section. These are used to change info once you have been hired.
- **Employee Raises** – Wright’s Concessions LLC. believes in giving raises to those who show they are a loyal and honest employee. There is no specific guide as to what we pay or when we may give you a raise. We are very hands on meaning we work right along side you, so we will see if you deserve a raise, and please do not put on a show as it’s easy to see through. For a simple guide please view the listing on page 13.
- **Theft** – We are willing to help any of our employees if they come to us, but if you decide to steal, we will catch you as we frequently watch the cameras. If you are caught stealing (not limited to) money, food, or anything else, your employment with Wright’s Concessions LLC. will immediately be terminated on the spot. Charges to the fullest extent of the law **WILL** be filed at the sole discretion of the management.
- **Pay Stubs** – Each week on pay day every employee has a weekly pay stub available to them. We will no longer print pay stubs. If you want a copy you will need to set up a “Paychex” account to view online. Please ask us if you need help, and we will show you the process or you can visit the “Paychex Account Registration” button under the employee tab on our website. If you need a copy of your hours, you will have the ability to access them through your “Homebase” account once you download the app.
- **Pay** – We pay every Wednesday via direct deposit into your bank account or a Skylight pay card which we provide for you if you do not have a bank account. We do not and will not pay in the form of cash. Cash is only paid to someone asking for an advance throughout the week. Advances pertain to Ohio only.

- **Cash Bank Deposits** – This does not apply to Ohio since our office handles all cash deposits. For all Florida locations if you are the designated manager/leadership personnel in charge of making bank deposits, please understand they are your responsibility. Once you leave the facility with the deposit you must make sure it arrives at the bank. It is a good idea to do it during the day so you can receive a deposit receipt. Doing a night drop is ok, but if the deposit does not show up in the account and you are questioned there is no proof the deposit was made. We would have to pull bank footage for verification from the bank.
- **Salaried Employees No Call – No Show** – If you are on the schedule you must report to work. You are paid on weekly salary. This does not mean you do not have to show up to work. If you are on the schedule you must report. If you choose to not show up, we will have to take action, as this type of behavior will affect other staff you are working alongside.
- **Overtime** – Wright’s Concessions LLC. never intends to pay overtime, but if for some reason you receive over 40 hours, we will pay you according to the overtime rules set in place by the state of Ohio or Florida, which is time in a half for any hours over 40 in 1 work week. If we decide to place you on salary then regardless of hours you will receive your weekly salary. We always try to rotate staff and have fresh smiling faces; we do not intend on working anyone 40 hours as our line of work can become quite stressful at times. With that said there is always exceptions depending on staff scheduling that week.
- **Showing Up Late** – We understand late arrivals happen. Typically, a late arrival is 4-5 minutes. In most cases were not going to get on you if this happens a time or 2, but when it becomes a daily occurrence, and you do not call it is not acceptable. You know your schedule several days in advance. It is your responsibility to arrive when you are scheduled. If you do not call, and do not show this puts the facility manager in a position to scramble and find someone to cover your shift. This can be very complicated to make happen with moment’s notice. Consistently being late will not be tolerated. If you call a day before your scheduled work time, we **MAY** be able to shift things around and make it work, but calling 5 minutes before your scheduled to be there is not acceptable. If it continues, we will be forced to have you sign a form stating you have received a point. Please read more about points in the disciplinary system section of this handbook.
- **Calling Off** – If you are scheduled to work & you need to call off, we need to know ahead of time. If calling off becomes a regular habit we will be forced to either let you go or reduce your hours. Once schedule is published on Homebase you will have the ability to request days you need off. If you are on the schedule, we expect you to show up.

- **Scheduled Times** – You must follow the schedule as its stated-on Homebase. If you are scheduled to clock in at 8am and clock in at 7:30am. This is not acceptable unless you have been given the ok by the facility manager. If this happens for any other reason your clock in time will be adjusted back to your original scheduled time.

Dress Code / Uniforms –

- **Shirts** – As an employee of Wright’s Concessions you are required to always wear our branded shirts while on the clock. Each shirt cost, \$10.00-\$15.00 and we require you to maintain a minimum of 2. All shirt orders or orders of any kind including pay advances will be deducted from your check following the purchase/advance. If you forget your shirt you will have to get it prior to clocking in. Your shirts are your responsibility. As long as you keep your shirts from season to season, we will not require you to buy new ones, but once they start to look worn, we will demand you buy another shirt.
- **Pants / Shorts** – Do not wear pants or shorts that are hanging way below your waistline. We are in the hospitality business, and this looks trashy, As an employer we will not tolerate this type of hygiene. While working its important that you wear cloths that fit you, and are not 3 sizes to big. You can either wear white or black khaki pants or shorts.
- **Hats** – As an employee of Wright’s Concessions LLC. you are also required to wear a branded hat with the bill facing forward. Each hat cost is listed on the order form. You are only required to purchase 1. Once it begins to look worn you will need to purchase a second one. Currently we are not enforcing staff members to purchase or wear hats.
- **Shoes** – As long as you wear closed toe shoes, type of shoes is your choice. No flip flops or house shoes. Closed toe house shoes are not accepted. This applies if you are working on one of our beach locations or in one of our food concession stands.
- **Name Badge** – All team members working under Wrights Concessions must always wear their name badge. Name badges will be given to you during your first day of work along with your employee shirts. You will be required to submit the image you want displayed on your badge upon completion of your application. If you do not wear your badge you are at risk of the disciplinary policy found in this handbook.
- **Jewelry** – Normal piercings are fine, but those with gauged ears, noses, and facial piercings must be removed prior to clocking in.

- **Shirt Order Forms** – If you need more shirts, you can visit wrightsconcessions.com click on the “Employees” tab then click the “Shirt Order Form” button and follow the directions to place your shirt order online.
- **Stand Radio** – Each stand has a walkie talkie. These are used if you need help, are out of something, or have issues of any kind. This eliminates the need to use your phones. In some cases, radios may not be available. In these instances, if you are in need of something using your phone is ok. Please be familiar with our phone policy.
- **Cell Phone Usage** – You are expected to not be texting or on your phone while working. If you need to call someone, do it when not busy, and away from serving counters. ***YOU SHOULD NEVER*** be on the phone and trying to wait on a customer at the same time. This is a good example of a point able offence. For details on points please refer to the “Points & Disciplinary System” section in your handbook.

Drugs, Alcohol, Firearms, & Cigarettes –

- **Drugs & Alcohol** – We are committed to operating a 100% drug & alcohol-free workplace. Among reasons include, but not limited to, respect for fellow employees & the public we serve, and the ability to do our daily tasks responsibly. Any employee attempting to work with noticeable affects of drugs or alcohol impairment will be dealt with appropriately at the digression of the management. These are also good examples of point able offenses. This list is not limited to, but intended to give an example of the types of drugs that are not tolerated. Cocaine, Fentanyl, Marijuana, Heroin, Inhalants, Ecstasy, Molly, and etc. Please review the Disciplinary section of this handbook for further details.
- **Cigarettes/Vapes** – Many facilities operated under the leadership of Wrights Concessions has a 100% smoke free facility policy. In many cases there are designated smoking areas that those who wish to smoke/vape need to be familiar with. These guidelines are not limited to only cigarettes/vapes, but include smoking of any sort. Wrights Concessions LLC. is a customer service-based business and we realize many of our employee’s smoke and or vape nicotine pens. All we ask is for you not to smoke in our stands/trailers or in the presence any of customers. This is still true even if the customer is smoking. Use of Marijuana based products is not allowed in any manner while you are clocked in. This applies even if the customer is smoking Marijuana. We must be on our “A” game, and use of a product that causes you not to be of the correct mindset to perform the task required of you is not acceptable. Marijuana and CBD based products fall into this category. If we hear of or catch you using these products this is grounds for termination or a write up using our point system. The decision will be left to the onsite facility manager. If you have questions regarding this section of the handbook, please feel free to reach out and we will do our best to assist you.

- **Firearms** – You are **NOT** allowed to have a firearm on you for any reason while at work, and if you do you will be immediately terminated from your job, and escorted off the property.
- **Pregnancy Policy** – Due to the labor-intensive nature of the tasks required under your job description, and depending where you are in your pregnancy will determine the type of work you can do if any at all. We are all for you working, but its critical to you and your baby that you both are safe. Your facility manager will work with you to determine if its safe for you to continue working or if its better to wait until you have your baby.

Security Policy

- **Information** - Wright's Concessions LLC. has implemented several security measures to protect our business, and if you look around you will find cameras in several of our locations. These are 1 of the many ways. These are to protect you as the employee and Wright's Concessions LLC. as the employer. These cameras are recording 24/7 and if you are suspected in any wrong doing or un-tolerated behavior, and we find you guilty by viewing these cameras appropriate action will be taken according to the rest of the policies set forth throughout this handbook. Also, if it happens to be something where legal action is taken and the police or any law enforcement wants to see we will then surrender this data and any other information we have on you to them as well.

Personal & Workplace Hygiene Policy

Hygiene in the workplace is an important issue, but also a delicate one for managers and small business owners. This is particularly true when handling an employee's personal hygiene or lack thereof. By instituting company-wide workplace hygiene policies, this delicate issue can be handled properly and without offending anyone. The workplace should be clean and safe; employees should be exposed to a minimum of germs. These policies are important regardless of industry, but incredibly important for food service and companies that regularly deal directly with the public.

Hand Washing

Hand washing, which logically should not be an issue, is, with many employees. In a food service business or hospitality business it is crucial that employees wash their hands frequently, and whenever they use the bathroom. Hand washing can lessen the ability to transmit diseases like the common cold or flu, along with more serious illnesses. Signs are posted in the bathrooms reminding employees of hand washing requirements.

Hand Sanitizers

Hand sanitizers are very helpful when dealing with the general public, or in workplaces that may have sick employees. Frequently used equipment such as computer keyboards are breeding grounds for bacteria and can easily spread germs throughout the entire kitchen area. We provide hand sanitizer for you, and encourage its periodic use.

Personal Hygiene Expectations

As mentioned previously, personal hygiene is a delicate issue and never more so than when one employee is singled out as lacking in hygiene. When starting a work day, employees are expected to be clean, wear clean clothes & hair combed and tied back if long, if facial hair is present, it must be neatly trimmed, and **deodorant in use**. Teeth should be brushed, and nails trimmed and clean.

Illness Policies

Some employees may come to work when they are sick simply because they cannot afford to miss a day of work. This means that all of the other employees are exposed to germs and may fall ill as well. Common sense should tell you if you are too sick to come to work. If you have a fever or are vomiting, please stay at home and call us. We don't need everyone sick, and you would be useless to us in that condition anyway.

You will be required to sign a copy of this prior to working for Wright's Concessions LLC.

POS System –

- **Information** – You may have worked at a restaurant or store in the past and are familiar with the point-of-sale systems. Because it is so extensive and detailed, we recommend you visit our website (wrightsconcessions.com) under “Employees” tab and click the “How to use POS” tab. Once the page opens it will ask you for a password. Please enter the word “berliner” lowercase.
- **Register Code** – Each employee is assigned a personal identification code, and will need it to log into the register system to make transactions and clock in... Your code is as important as your uniform, so be sure you memorize your code.

Point & Disciplinary System –

- Wright’s Concessions LLC. always tries to give employees the benefit of the doubt, but we have implemented a point system for those who decide they want to test the playing field. If you receive 4 points, your employment will be terminated. If you are doing something against anything in this handbook and we try to correct you, but you continue doing it, you will be required to sign off stating you understand you are receiving a point for wrong doing. If you receive 4 points in 1 year, you will be fired, and of course theft of any kind is immediate termination. Depending on the severity of wrong doing each writeup can be worth more than 1 point. If you decide you are not going to sign the form then you are also let go.

Insurance –

- **Benefits** – Currently Wrights Concessions LLC. does not provide any health benefits or benefits of any sort to its team members.
- ***Injury Policy*** – If you become injured prior to your scheduled shift it will be at the sole discretion of the onsite facility manager to decide weather you are physically able to perform the duties required. If you are on crutches, or in an arm cast and/or sling due to the job requirements you will be unable to work your shift due to the nature of the tasks you are responsible for during your shift. If you have a doctors note stating you can work, *and the doctor is fully aware of the duties you perform at work*, then it is still up to the facility manager to decide weather you are fit to perform the duties.
- **Workers Comp.** – You are covered by Workers Compensation Insurance that you can use if you get hurt on the job. If you claim an injury was on the job & it was not, and we find that you were lying, we & our representatives will decline your claim & you will be terminated for intentionally falsifying inaccurate information. We have agencies in place to represent and defend Wrights Concessions if a claim is to be made.

- **Company Insurance** – Wright’s Concessions LLC. has its own policy if equipment or anything else were to be destroyed. With that said we expect you to treat our equipment as if it were your own. You are more than welcome to look at our policy hanging on the wall in all locations throughout our facilities.
- **Serv Safe** – We have taken and passed the Serv Safe test for food handling safety requirements which can also be viewed on the wall in all food operational locations. Additionally, all employees working under Wrights Concessions or any additional sister company operated by Wrights Concessions must also take and pass the “Food Handler” test for that individual state. If you are the “facility manager” you must pass the “Serv Safe – Manager Course.” The manager course is very in depth and time consuming. A member of our team will send you a link to this test upon your hiring.

Employee Meals/Hanging Out –

- **Food** – As an employee of Wrights Concessions you have the privilege of eating what you want **WHILE YOU ARE WORKING**. Candy & fried pickles are the exception to FREE. If you want either you will need to pay full price for them. If you are not scheduled but work for Wrights Concessions you are **NOT** able to have free food. You must pay like everyone else. If there is a pretzel, Chicken Tender, etc. left at the end of the night and you want to eat it on the way to your car then sure go for it, but cooking an over whelming amount of food right before you close so you can take it home with you is not permitted and will not under any circumstances be tolerated. Cooking and giving/taking free food to friends and family will not be tolerated. This is grounds for termination under our disciplinary system. All staff members working at our Sand Key Beach facility are allowed 1 meal each day. After the first meal there will be a 50% discount for additional meals that day. In addition, they can have as much to drink as needed including employee water, fountain drinks, Lemonade, or iced tea. Aquafina Water & Gatorade are the exceptions and are not allowed to be drank by any employees for free.
- **Drinks** – Employees are not allowed to drink bottled soda or Gatorade for FREE as we have found them to be left lying around which causes our food cost to rise, with that said you are able to drink bottled water, lemonade, iced tea, and coffee. There are no exceptions to this unless you buy for yourself. Please do not eat or drink around the front-line serving areas. Go to back rooms or out at picnic tables.
- **Hanging out** – Wrights Concessions operates and is in control of all food and beverage sales at several locations. It is our responsibility to adequately staff and maintain each of the locations within the facility. Your job is to show up at your scheduled time, wait on customers, complete orders, etc. The only person(s) permitted in the stands are those listed on the schedule for that time and day employed under Wrights Concessions. If you are employed under Wrights Concession and are not on the schedule you have no business at our facilities.

Wrights Will not tolerate people showing up to hang out with staff members that are there to work. This is not an acceptable behavior regardless of the reason.

Posters –

- **Information** – If you want to view a copy of each poster stating your rights as an employee feel free to visit our website under the employee section, and you can view each poster there. You can also find a copy of each on the bulletin boards. It's your responsibility to view each poster at your own discretion.

Cash Handling -

- **Daily Cash** – You as the employee are to insert the cash in the register as the customer hands it to you, and then give them their change. You are never to for any reason remove any cash from the register unless instructed to do so by a member of Wright's Concessions LLC. management team. If we find you to be acting suspicious you will immediately be removed from the register, and placed in a different position for the day. If we believe you are stealing its at the discretion of the management to make any further calls.
- **Pick – Ups** – Wright's Concessions LLC. will periodically do cash pick ups in your stand for the busier weekends, as we never want a lot of cash to be present in the drawers. The only people allowed to remove money from your drawers are Glenn, Angie, Nathan, Jason, Kara or other designated management staff. If anyone else is trying to do a pick up do not let them have it, and immediately call your facility manager.
- **Tips** – We understand customers are very generous at times and leave tips, with that said all cash tips are to be left in the jar until the end of the day. Your facility manager will then divide them up between those working in that particular stand. If you leave early or are moving to a different stand your manager will see that you receive your tips. Also, any shortages for the day will come out of your tips.
 1. **Cash Tips** – These tips belong 100% to the staff working in the stand. Each night we will put the tips together in a "Tip Pool" and divide them out between the staff working in the stand through the day. Each stand will have its own "Tip Pool". Additionally, each day you will need to submit the tips you have collected to your "Facility Manager", so it can be passed onto accounting and the proper taxes taken out.
 2. **Credit Card Tips** – All taxes, and merchant processing fees, and any additional fees may be deducted from your credit card tips. These are fees it takes to manage and accept tips through Credit Cards. A percentage of the "Credit Card" tips will be placed into a tip pool, and divided based on the employees that were working in

your individual stands that day. For any clarifications, please reach out to our head office for further explanation.

3. ***Manager Tipping*** – Managers are typically paid salary. Per Wrights Concessions policy salaried employees do not receive any tips. All credit card tips are divided between the team working in the stands.
- **Safe** – Management/leadership staff is the only team members allowed in the safes. No cash stays onsite overnight.

Nothing in this handbook is limited to herein script and anything is subject to change without your written knowledge or consent. Remember you can always view WrightsConcessions.com to view our updated version of the employee handbook. Also, if you have a comment you want us to know but would like to stay anonymous, please leave feedback at wrightsconcessions.com. Just leave out your name.

Handbook copies will only be available to download online at wrightsconcessions.com under the “Employees” tab.

If you have any questions regarding anything you read in the handbook please feel free to ask as we are always willing to answer questions.

Again, we hope you enjoy your job.

The Wright Family