



Employee Standards and Expectations

The standards and expectations are vital to efficient and successful operation of Domino, Inc. The following *Standards and Expectations*, when followed, will assist in maintaining a proficient, profitable and prosperous operation.

1. No loitering by off-duty employees, employees' relatives or friends of employees.
2. No smoking allowed except in designated areas and at designated times.
3. No eating at the cash registers or counter area.
4. Falsification of paperwork, including employment application, shift reports, payroll records, invoices or lottery will not be tolerated.
5. Personal phone calls are highly discouraged except for emergencies. Excessive personal phone calls will not be tolerated. If cell phone use becomes a problem, the store manager will decide if cell phones will be allowed while on duty.
6. Insubordination is defined as refusal to comply with directions or instructions from a supervisor. Under Domino's policies and procedures, insubordination includes any physical or verbal abuse or unprofessional language directed towards supervisors.
7. Theft of property, equipment, product or money from Domino, vendors, customers or other Domino Employees will not be tolerated.
8. Employees are expected to report to their shifts on time. Employees must have approval from store management when absent, late or desiring to leave early from their shift.
9. No illegal drugs or alcohol consumption are allowed on the premises. An employee with the odor of drugs or alcohol on their breath or who is under the influence of illegal drugs or alcohol will not be tolerated.
10. All employees will treat Domino's customers, vendors and other Domino employees with respect and use professional language.
11. Failure to control cash from registers, drops, errors, safe, etc. will not be tolerated.
12. Any employee purchasing an item while on duty must have another employee ring it up. Plus, a receipt must be printed and both employees' initials need to be present on the receipt and kept with their shift paperwork for management review.
13. Only on-duty employees are allowed behind the counter and "employee areas".
14. No weapons of any type are allowed on premises.
15. All employees will wear their complete uniform at all times while on duty.
16. Employees are not allowed to chew gum or use smokeless tobacco products while on duty.
17. Parking by employees is limited to areas designated for that purpose.

The *Standards and Expectations* above are not meant to be all-inclusive, but offer sound guidelines for all employees. I have reviewed *the Standards and Expectations* and I understand my responsibility in each instance. I understand the consequences of not meeting them may result in disciplinary action, which may include termination of my employment.