



EMPLOYEE HANDBOOK

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1 WELCOME!

Welcome to Escape Velocity Brewing! We are excited to have you as part of our team. Our company was founded in 2016 by the husband and wife team of Jason Behenna and Heather Howard. In 2018, Colin Jelliffe was brought on as General Manager to run the restaurant and service portions of the business. In 2020 we finally opened as a brewpub, serving world-class beer and vegetarian/vegan food to the greater Lafayette, Indiana community.

1.1 Purpose of Handbook

This handbook was created to inform our new employees of our company goals, policies, procedures, and expectations, as well as convey some important legal information. It is our deeply held belief that clear communication is the foundation of any fruitful relationship. This handbook is the beginning of our dialogue together as employer and employee. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with the company.

1.2 Changes in Policy

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual. However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual shift supervisor has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.3 Employment Applications

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.4 Culture and Goals

Mission: To share our passion for exceptional beer with the community we love.

Vision: Escape Velocity Brewing Company is committed to brewing exceptional beers in an inclusive and welcoming space. We are driven by the desire to better our employees, partners, community, and environment.

Our Goals are outlined in our **Guiding Principles**.

2 WORKPLACE COMMITMENTS

2.1 At-will Employment

Employment at Escape Velocity Brewing is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. The at-will employment status of each employee cannot be altered by any verbal statement or alleged verbal agreement of company personnel. It can only be changed by a legally binding, written contract covering employment status.

2.2 Equal Opportunity Employment

Escape Velocity Brewing is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. Whenever possible, Escape Velocity Brewing makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact management.

2.3 Non-Harassment/Non-Discrimination Policy

Escape Velocity Brewing strictly prohibits discrimination or harassment based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Every single person on this planet should have the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including, without limitation, harassment. Consistent with our workplace policy of equal employment opportunity, Escape Velocity Brewing prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when: 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

2.4 Complaint Procedure

Any employee who feels that he or she has been harassed or discriminated against, or who has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of management. Escape Velocity Brewing will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and to the extent permitted by law. No employee will be retaliated

against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies.

2.5 Open-Door Policy

Escape Velocity Brewing has an open-door policy and takes employee concerns and problems seriously. We value each employee and strive to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to management.

3 WORKER CLASSIFICATIONS

3.1 Exempt Employees

Exempt employees are those who are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary, have certain types of job duties, and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the company. Employees should consult with management if they have questions regarding their classification as an exempt employee.

3.2 Non-exempt Employees

Non-exempt employees are those eligible for overtime pay of 1.5 times their regular hourly rate of pay for all hours worked over forty (40) hours per work week. All overtime must be approved in advance by management. Employees should consult with management if they have questions regarding their classification as a non-exempt employee.

3.3 Part-time, Full-time, or Temporary Status

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than thirty (30) hours per week receive part-time classification. Part-time employees are not eligible for employee benefits as described in this handbook. Regular employees who work at least thirty (30) hours per week receive full-time classification, and are subsequently eligible to receive benefits as described in this handbook after a probationary period of 45 days. From time to time Escape Velocity Brewing may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time, but are generally scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only Escape Velocity Brewing management may change an employee's temporary status. Temporary employees are not eligible for employment benefits.

3.4 Orientation/Probationary Period

All new hires at Escape Velocity Brewing are subject to a 45-day Orientation period, under which training occurs and management determines if an employee is a "good fit." New employees are encouraged during this period to determine whether Escape Velocity Brewing is a "good fit" for them! During the orientation period new employees are not eligible for benefits, and any termination will immediately be classified as "For-cause."

4 POLICIES & PROCEDURES

4.1 Code of Professional Conduct

Escape Velocity Brewing endeavors always to treat its employees, customers, vendors, and community with dignity and respect. Accordingly, our employees are expected to adhere to a standard of professional conduct and integrity. This ensures that our work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is

expected. Individuals who act in an unprofessional manner may be subject to disciplinary action, up to and including termination.

4.2 Attendance

Escape Velocity Brewing maintains normal work hours of 3 pm – 10 pm Monday – Thursday, 3 pm – 11 pm Friday, 10 am – 11 pm Saturday, and 10 am – 10 pm Sunday. Your shift may vary based upon job responsibilities. Management will provide you with your schedule at least one (1) week ahead of time. Should an employee have any questions regarding his or her work schedule, the employee should contact management. The company does not tolerate absenteeism without excuse. “No-call no-shows” without an adequate explanation will result in immediate, for-cause termination. Employees who will be late to or absent from work should notify management in advance, or as soon as practicable in the event of an emergency. It is the responsibility of the employee to get a scheduled shift covered and/or exchanged in the event the employee is unable to work. Chronic absenteeism may result in disciplinary action, up to and including termination. Employees who need to leave early, for illness or otherwise, should inform management before departure. Unauthorized departures may result in disciplinary action, up to and including termination.

4.3 Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives five (5) minutes after their scheduled arrival time is considered tardy. Escape Velocity Brewing recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action, up to and including termination.

4.4 Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. Employees are responsible for accurately documenting their time spent on individual jobs.

Altering, falsifying, tampering with time records, or recording time on another team member’s time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week. Any changes to an employee’s time record must be approved by his/her supervisor. Questions regarding the timekeeping system or should be directed to the employee’s supervisor.

4.5 Breaks

Employees scheduled a double shift (lunch + dinner) are entitled to a 30 minute paid break between service.

4.6 Jury Duty/Military Leave

Employees will be granted time off to serve on a jury or military leave without pay. However, all regular employees both full-time or part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

4.7 Shift Meals

Employees are entitled to a shift meal consisting of one appetizer or entrée, subject to management approval based on availability.

4.8 Dress Code

All Escape Velocity Brewing employees are expected to conform to our dress code. Front of house employees, (hosts, servers, and bartenders,) are required to wear clean jeans without tears or rips and an Escape Velocity Brewing shirt. Hats may also be allowed as determined by management on a case-by-case basis. Any employee with hair that is longer than shoulder length is required to tie it up in an acceptable manner, or wear an approved hat. Back of house employees, (dishwashers and cooks,) must wear a hat or hair covering. All employees are required to wear clean socks and closed-toed, slip-resistant shoes at all times while working. All employees will receive one (1) Escape Velocity shirt upon being hired. Full-time, front of house employees may receive more as needed, to be determined by management. Employees who fail to conform to the dress code may be subject to disciplinary action.

4.9 Drug Policy

Breweries can be hazard-rich environments if not treated with prudence and respect. Accordingly, employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using illegal drugs while on duty. In addition, employees may not be under the influence of any such substances while at work, on company premises, or engaged in company business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy. Anyone violating this policy may be subject to disciplinary action, up to and including termination.

4.10 Alcohol Policy

In order to keep personnel and customers safe, Escape Velocity Brewing employees are to limit their alcohol consumption during their shift. Employees who need to do so for the purpose of better performing their respective work role are encouraged to sample any beer at any time so long as the sample is less than two (2) ounces in size. All employees receive two shift beers per shift and one growler fill per week. Shift beers and growler fills may only be chosen from those beers designated for staff consumption by management. At no point immediately preceding or during a shift is an employee to consume so much alcohol so as to exceed an eight percent (0.08) Blood Alcohol Concentration (BAC). Violations of the Escape Velocity Brewing Alcohol Policy will not be tolerated and may result in disciplinary action, up to and including termination. Use common sense.

4.11 Employee Discounts

Employees are entitled to a 25% discount for themselves and one guest. Merchandise may be purchased at cost.

4.12 Social Media Policy

Escape Velocity Brewing employees are expected to use their best judgement when using social media. Negative, defamatory, insulting, and/or inflammatory remarks about the company, our product, our customers, or co-workers is to be avoided. Any conduct that could rightly be described as a violation of the company non-harassment/non-discrimination policy is prohibited. Violations of the Escape Velocity Brewing Social Media Policy will not be tolerated and may result in disciplinary action, up to and including termination.

4.13 Brewing Industry Professionalism

Craft brewing is a collaborative and supportive industry. Employees will refrain from saying anything negative about other breweries, wineries, distilleries, local restaurants, any other industry businesses, or regarding the people who work at them. There is always something positive to say, even if it a place you don't personally prefer. The rising tide raises all ships!

4.14 Cell Phone Policy

Cell phone usage by employees during business hours is to be limited to necessity. Cell phone usage at the host stand, in the dining room, or behind the bar is strictly prohibited unless necessary for job performance.

4.15 Company Property

Escape Velocity Brewing property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess. Company computers are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any “pirated” software, files or programs and must receive permission from management before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use. Phones are provided for business use. The company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Violations of these policies could result in disciplinary action, up to and including termination.

4.16 Insubordination

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instructions from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

4.17 Discipline Policy

Escape Velocity Brewing reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance is also grounds for discipline, up to and including termination.

4.18 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, Escape Velocity Brewing retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders — electronic or otherwise — at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property. All documents, files, voicemails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

4.19 Workplace Safety

Escape Velocity Brewing takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to management immediately. In the event of an accident, employees must notify management immediately. Report every injury, regardless of how minor, to management immediately. Physical discomfort caused by repetitive tasks must also be reported. In the event of an emergency, dial 911 immediately.

ACKNOWLEDGMENT OF RECEIPT FOR ESCAPE VELOCITY BREWING EMPLOYEE HANDBOOK

Employee Copy

I acknowledge that I have received a copy of the Escape Velocity Brewing Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the Handbook is intended to provide me with a general overview of the Escape Velocity Brewing's policies and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with Escape Velocity Brewing is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time, with or without cause or notice, subject to applicable laws. I understand my at-will employment cannot be altered by any verbal statement or alleged verbal agreement made by company personnel. It can only be changed by a legally binding, written contract covering employment status.

I acknowledge that Escape Velocity Brewing may revise, suspend, revoke, terminate, change, or remove, prospectively or retroactively, any of the policies or procedures of the company, whether outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Date)

(Signature of Employer)

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(Signature of Employee)

(Date)

(Signature of Employer)