EIGHTEEN INK LLC

Taneyhill's Group Therapy

Master Employee Operations & Compliance Handbook

1.1 Statutory At-Will Employment Disclaimer (S.C. Code § 41-1-110)

THE STATUTORY AT-WILL EMPLOYMENT DISCLAIMER CONTAINED HEREIN GOVERNS ALL EMPLOYMENT RELATIONSHIPS WITH EIGHTEEN INK LLC D/B/A TANEYHILL'S GROUP THERAPY. PURSUANT TO SOUTH CAROLINA CODE ANN. § 41-1-110, ALL EMPLOYMENT IS STRICTLY AT-WILL. THIS MEANS THAT EMPLOYMENT MAY BE TERMINATED BY EITHER THE EMPLOYEE OR THE COMPANY AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT ADVANCE NOTICE.

THIS HANDBOOK DOES NOT CONSTITUTE, AND SHALL NOT BE CONSTRUED AS, AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT, NOR DOES IT GUARANTEE EMPLOYMENT FOR ANY SPECIFIED PERIOD. NO STATEMENT, CONDUCT, POLICY, OR PRACTICE OF THE COMPANY OR ITS REPRESENTATIVES CAN ALTER THE AT-WILL STATUS OF ANY EMPLOYEE, UNLESS SUCH ALTERATION IS EXPRESSLY REDUCED TO A FORMAL WRITTEN AGREEMENT SIGNED PERSONALLY BY THE SOLE OWNER OF EIGHTEEN INK LLC.

Employee acknowledgment of handbook status

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED, READ, AND UNDERSTAND THE EIGHTEEN INK LLC D/B/A TANEYHILL'S GROUP THERAPY EMPLOYEE OPERATIONS & COMPLIANCE HANDBOOK. I AGREE TO STRICTLY COMPLY WITH ALL OPERATIONAL STANDARDS, SOUTH CAROLINA DEPARTMENT OF REVENUE (SCDOR) ALCOHOL SERVICE RULES, SOUTH CAROLINA DEPARTMENT OF AGRICULTURE (SCDA) FOOD SAFETY CODES, CASH CONTROL POLICIES, AND SECURITY RESTRAINT PROHIBITIONS CONTAINED HEREIN.

I EXPRESSLY ACKNOWLEDGE AND AGREE THAT MY EMPLOYMENT WITH EIGHTEEN INK LLC IS AT-WILL, PURSUANT TO SOUTH CAROLINA CODE ANN. § 41-1-110. I UNDERSTAND THAT EITHER I OR EIGHTEEN INK LLC MAY TERMINATE MY EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT ADVANCE NOTICE.

I FURTHER ACKNOWLEDGE THAT THIS HANDBOOK IS A STATEMENT OF WORKPLACE POLICIES AND EXPECTATIONS AND DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, FOR ANY SPECIFIED DURATION. ONLY A FORMAL WRITTEN AGREEMENT SIGNED PERSONALLY BY THE SOLE OWNER OF EIGHTEEN INK LLC CAN ALTER MY AT-WILL EMPLOYMENT STATUS.

The employee acknowledgment and signature fields appear in Section 10.

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The employment disclaimer appears on page 1. Employee forms are at the end of the handbook.

1. Corporate Governance and Authority

1.2 Governance & Ownership Structure

Eighteen Ink LLC is a single-member South Carolina Limited Liability Company operating in strict compliance with its Operating Agreement and S.C. Code § 33-44-404. All corporate governance, voting rights, structural authority, and ultimate decision-making power originate and reside exclusively with the Sole Owner.

Entity / Ownership	Ownership Interest	Governance & Decision-Making Authority	Information & Management Rights
Sole Owner	100% Sole Ownership	Sole Controlling Authority: Retains ultimate voting power, governance authority, financial oversight, structural control, and final approval on all business decisions.	Exclusive corporate governance, financial oversight, and approval authority over all company accounts, contracts, and policies.

1.3 Scope of Authority & Financial Delegations ($1,000 Cap)

General Manager (GM) Operational Scope: Authorized to supervise staff, oversee shift execution, enforce health/safety codes, reorder standard approved vendor supplies, and approve routine operational expenses.

Financial Spending Caps: The GM operates under a strict spending limit of $1,000.00 per single transaction and a $1,000.00 cumulative monthly cap for unbudgeted operational purchases. Any expense exceeding $1,000.00, any capital equipment purchase, any new vendor contract, or structural compensation alteration requires prior written approval from the Owner.

Conditional Termination Authority: The GM maintains authority to suspend or remove any employee immediately to protect physical safety, active operations, or compliance. Final employment termination decisions require review and approval by the Owner, except where immediate termination is necessary to prevent imminent physical harm or severe legal exposure.

1.4 Chain of Command & Direct Escalation Rights

All routine operational matters must follow the established reporting hierarchy:

Sole Owner

General Manager: Josh Sutton

Department Leads: Cody Morrison (Head of Security) / Manager on Duty (MOD)

Operational Staff: Bartenders, Bar Backs, Kitchen Staff

Direct Escalation Policy: Any employee maintains the absolute, unconditioned right to bypass immediate management and contact the Owner directly regarding:

Unresolved physical safety or security threats.

Suspected financial irregularities, theft, fraud, or cash tampering.

Allegations of sexual harassment, discrimination, or bullying involving immediate management.

Direct manager misconduct or severe policy non-compliance.

Good-faith exercise of direct escalation rights will never result in discharge, demotion, suspension, or retaliation.

2. Workplace Conduct Attendance and Discipline

2.1 Equal Employment Opportunity (EEO) & Anti-Discrimination

Eighteen Ink LLC provides equal employment opportunities to all qualified applicants and employees across all job classifications in accordance with EEOC guidelines and South Carolina state law. Discrimination based on race, color, religion, sex, national origin, age (40+), disability, sexual orientation, gender identity, military/veteran status, genetic information, or any protected class is strictly prohibited.

2.2 Zero-Tolerance Sexual Harassment & Anti-Bullying Rules

Prohibited Conduct: Unwelcome sexual advances, requests for sexual favors, inappropriate physical contact, offensive jokes, propositions, or hostile environment conduct are strictly forbidden. Non-sexual workplace bullying, verbal abuse, deliberate social isolation, threats, or public humiliation are similarly prohibited.

Reporting Contacts: Experiencing or witnessing harassment or bullying must be reported immediately through any of the following designated contacts:

Manager on Duty (MOD)

General Manager (Josh Sutton)

Head of Security (Cody Morrison) for physical safety concerns

Sole Owner for direct owner escalation

Confirmed violations result in immediate corrective action up to termination of employment. Retaliation against any individual reporting harassment in good faith or participating in an investigation is strictly illegal and results in immediate discharge.

2.3 Reasonable Accommodation Framework (PWFA, ADA & FMLA)

Interactive Dialogue: Employees seeking accommodations due to a qualifying disability, medical condition, pregnancy, childbirth, or related needs should notify management. Management will engage in a timely interactive process to identify reasonable accommodations that enable essential job performance without creating undue operational hardship.

Lactation Rights: Nursing mothers are provided reasonable break time to express milk as needed in a private, secure space (other than a bathroom) shielded from view and free from intrusion.

Confidentiality: All medical documentation and accommodation requests are maintained separately from general personnel files as confidential medical records.

2.4 Mandatory Shift Call-Out & Attendance Policy

4-Hour Advance Notice Requirement: For all evening and Happy Hour shifts, staff members must provide a mandatory minimum of 4 hours' advance notice prior to shift start if unable to report.

Direct Contact Protocol: Employees calling out must establish direct, live verbal phone communication with the GM or MOD on the venue management line. Sending text messages, emails, direct social media messages, or scheduling app notes is strictly prohibited and results in the absence being classified as an unexcused No-Call / No-Show. (Sudden medical emergencies preventing prior verbal contact must be reported as soon as reasonably practicable).

Shift-Swap Rules: Shift trades require:

Identical job classification and demonstrated skill sets between both employees.

Submission via the official scheduling app at least 72 hours in advance.

Explicit, documented approval from the GM or MOD.

Zero FLSA overtime exposure (under 40 hours in a single workweek for either employee).

2.5 Absence Classification & Progressive Discipline Matrix

Medical Release Standard: Any employee absent for two (2) or more consecutive shifts due to illness or injury must submit a formal medical release signed by a licensed healthcare provider confirming fitness for duty prior to returning to active shift status.

Attendance Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
Minor Tardiness (<15 mins late)	Formal Verbal Warning	Written Warning	Final Written Warning & Unpaid Shift Suspension	Employment Termination
Major Tardiness (15–30 mins late)	Formal Written Warning	Final Written Warning & 3-Day Unpaid Suspension	Employment Termination	—
Late Call-Out (Notice <4 hrs before shift)	Formal Written Warning	Final Written Warning & 3-Day Unpaid Suspension	Employment Termination	—
No-Call / No-Show (NCNS) (Unexcused / >30 mins late)	Final Written Warning & Unpaid Suspension	Immediate Employment Termination	—	—

Progressive Discipline & Offense Classification Matrix

2.6 Progressive Corrective Action Framework

Management utilizes a progressive four-step disciplinary framework, though the venue reserves the right to initiate discipline at any step or terminate employment immediately based on offense severity:

Step 1: Formal Verbal Warning: Documented counseling session identifying policy breach and performance expectations.

Step 2: Written Warning: Formal written reprimand placed in the employee's permanent personnel file.

Step 3: Final Written Warning & Unpaid Suspension: Formal warning accompanied by unpaid shift suspension and conditional performance review.

Step 4: Employment Termination: Separation of employment.

2.7 Offense Classification Matrix

Classification	Offense Examples	Standard Disciplinary Response
Group A Offenses (Minor Operational)	Minor tardiness (<15 mins), improper uniform, personal cell phone usage in guest areas, failure to clock in/out correctly.	1st Offense: Verbal Warning 2nd Offense: Written Warning 3rd Offense: Final Warning / Suspension 4th Offense: Termination
Group B Offenses (Serious Non-Compliance)	Unexcused shift absence, failure to complete food temp logs, cash drawer shortage >$20.00, unprofessional conduct, minor food safety breach.	1st Offense: Written Warning 2nd Offense: Final Warning / Suspension 3rd Offense: Termination

Classification	Offense Examples	Standard Disciplinary Response
Group C Offenses (Critical Violations)	Serving alcohol to a minor or intoxicated patron, failure to enforce 2:00 AM cutoff, applying prohibited physical restraints, management/security participating in tip pool, theft, working under influence, fighting, falsifying records.	Immediate Employment Termination on First Offense & potential regulatory/law enforcement reporting.

3. Wages Timekeeping and Tip Policies

3.1 Payroll Workweek & Base Compensation Thresholds

Official Payroll Workweek: Standardized recurring workweek begins Monday at 00:00 AM (midnight) and concludes Sunday at 11:59 PM.

Statutory Wage Thresholds:

Statutory Minimum Wage: $7.25 per hour

Maximum Tip Credit Claimed: $5.12 per hour

Direct Tipped Cash Wage: $2.13 per hour

Tip Makeup Guarantee: If an employee's direct cash wage ($2.13/hr) combined with actual, verified tips received averages less than $7.25 per hour across total hours worked in a single workweek, Eighteen Ink LLC automatically compensates the direct cash difference on that payroll cycle.

3.2 Tipped Overtime Compensation Calculation ($5.76/hr Cash Rate)

Overtime compensation for non-exempt tipped employees working in excess of 40 hours in a single workweek is calculated strictly based on the full statutory regular rate ($7.25), not by multiplying the direct cash wage ($2.13) by 1.5:

Regular Minimum Wage ($7.25) × 1.5 = Total Overtime Rate ($10.875)
Total Overtime Rate ($10.875) − Maximum Tip Credit ($5.12) = $5.76 per hour Direct Cash Wage

Eighteen Ink LLC compensates tipped employees working approved overtime at a direct cash rate of $5.76 per overtime hour.

Dual-Role / Multi-Rate Overtime Note: When an employee works dual roles at different pay rates within the same workweek (e.g., Bar Back at $10.00/hr and Bartender at $2.13/hr tipped rate), overtime is calculated using the FLSA weighted average regular rate.

3.3 Tip Pool Participation Matrix (29 CFR § 531.54)

Eighteen Ink LLC operates a mandatory Front-of-House (FOH) tip pool in strict compliance with 29 CFR § 531.54.

Participation Status	Eligible / Prohibited Occupations	Statutory Restrictions & Rationale
ELIGIBLE PARTICIPANTS	Bartenders Bar Backs Bussers Food Runners	Customarily Tipped Roles: Directly interact with or support customer beverage/food service. Eligible to participate in and receive distributions from the valid FOH tip pool.

Participation Status	Eligible / Prohibited Occupations	Statutory Restrictions & Rationale
STRICTLY PROHIBITED	General Manager (GM) Managers on Duty (MOD) Shift Supervisors Kitchen Staff (Cooks/Dishwashers)* Security Personnel	FLSA Supervisory & Wage Mandate: Executive, managerial, and supervisory personnel are legally forbidden from receiving tip pool funds. Kitchen staff are ineligible when a tip credit is claimed. Security personnel are paid direct hourly wages and legally barred from tip pools.

***Note:** Security staff are compensated strictly through direct hourly employer wages and are legally prohibited from soliciting, accepting, or participating in employee tip pools.

3.4 POS Timekeeping & South Carolina Payment of Wages Act

POS Timekeeping Mandatory Rules: All non-exempt staff must clock in/out accurately at the POS terminal. Off-the-clock work is strictly illegal. Clocking in/out for another employee constitutes record falsification resulting in immediate termination.

Written Wage & Policy Change Notification: Employees receive written notice upon hire detailing hourly rates, tip credit application, normal scheduled hours, and pay schedules. Any change to wage rates or pay schedules requires written notice at least seven (7) calendar days prior to implementation.

Weekly Pay Schedule & Itemized Statements: Wages are paid weekly. Itemized pay statements detail gross wages, hours worked, hourly rates, tip credits, tip pool allocations, and tax withholdings. Final wages upon separation are disbursed within 48 hours or on the next regular payday, not to exceed 30 days.

Absolute Prohibition on Deductions: Eighteen Ink LLC never makes automatic payroll or tip deductions for register cash shortages, unpaid guest walkouts, broken glassware, damaged property, or disciplinary fines. Drawer shortages are addressed solely via administrative review and progressive discipline.

4. Responsible Alcohol Service

4.1 Legal Cutoff & Operational Closing Timeline (S.C. Code § 61-6-1610)

Under S.C. Code § 61-6-1610, food-service establishments licensed for liquor by the drink are strictly prohibited from selling, serving, or permitting the consumption of alcoholic liquor on premises between 2:00 AM and 10:00 AM. There is zero post-2:00 AM consumption grace period.

Time Threshold	Mandatory Operational Execution Step	Compliance Objective
1:45 AM	Last Call Announcement	FOH staff announce last call across all bar stations and guest floors.
1:55 AM	POS System Ordering Lockout	POS drink ordering functionality automatically disables. No drinks may be rung up or poured.
2:00 AM	ABSOLUTE SERVICE & CONSUMPTION CUTOFF	Complete cessation of service AND complete clearing/removal of all alcoholic beverages from tables, bars, and guest areas. Zero consumption permitted past 2:00 AM.
2:00 AM – 2:15 AM	Patron Floor Sweep & Venue Clearing	Security and MOD execute final venue sweep, clearing guest areas and directing patrons toward exits.

4.2 Happy Hour & Beverage Pricing Regulations (S.C. Code § 61-4-160)

4:00 PM to 8:00 PM Discount Window: Discounted liquor prices are legally restricted strictly to the hours between 4:00 PM and 8:00 PM under S.C. Code § 61-4-160. All drink discounts post-8:00 PM are illegal.

Prohibited Promotions: Staff are legally forbidden from offering or executing:

"Two-for-one" or multi-drink package discounts.

"All-you-can-drink" fixed-price drink specials.

Drinking games, contests, or alcohol-related prizes.

Venue Rule (Max 2 Drinks): Serving more than two (2) alcoholic beverages to a single individual at one time is strictly prohibited to eliminate rapid consumption and mitigate dram shop exposure.

4.3 Mandatory Alcohol Server & Manager Certification

30-Day Mandatory Deadline: All bartenders, bar backs, floor servers, and MODs supervising alcohol service must complete an SCDOR-approved alcohol server training program (e.g., TIPS, ServSafe Alcohol) within 30 days of hire. Active certificates must be maintained in the on-premises compliance binder.

Age Minimums for Alcohol Service:

Spirituous Liquor Bartenders: Minimum 21 years of age to pour or prepare spirituous liquor.

Support Staff (Beer & Wine): Minimum 18 years of age to handle unopened beer or wine.

4.4 ID Scanning Protocols - TGT License Condition

Scan Every Person: TGT's license condition requires scanning every person entering or re-entering, at all operating times. No exceptions based on apparent age, recognition or time of day. Use a functioning approved forensic ID scanner and compare each ID with its holder.

Acceptable Photo IDs: Valid, unexpired US State Driver's License, US State ID Card, US Military ID Card, or official US/Foreign Passport. Do not accept expired IDs, paper printouts, student IDs or mobile photos of IDs.

Manual Inspection: Check the photo, birth date, expiration, physical condition and security features. Visual inspection supplements the required scan; it does not replace scanning.

Scanner Failure: Notify the MOD and use a functioning approved backup scanner. Pause admissions until scanning is restored. A manual ID check, handwritten log or manager authorization does not permit admission without scanning.

Data Privacy: Protect scanner records and restrict access to authorized personnel for approved compliance and law-enforcement purposes. Follow the company's approved data-retention and security procedures.

4.5 Service Refusal & Intoxication Protocols

Indicators of Intoxication: Slurred speech, balance impairment, glassy eyes, belligerence, or loss of motor control.

Mandatory Refusal Steps: Politely inform the patron that alcohol service is concluded for the night; immediately halt service; log the refusal in the POS system; verbally notify cross-bar staff and security; offer non-alcoholic beverages; and assist in securing safe rideshare or taxi transportation.

5. Cash Handling and POS Controls

5.1 Opening Cash Floats & POS Credentials

$200.00 Drawer Standard: Every assigned bartender cash drawer must begin each shift with an exact starting cash float of $200.00 issued by the MOD.

$500.00 Reserve Change Bank Exchange Protocol: The venue maintains a separate $500.00 reserve change bank managed strictly by the MOD. Bartenders needing small currency must perform a direct, 1-to-1 even exchange with the MOD. Neither the individual drawer float ($200.00) nor the reserve change bank ($500.00) may be altered or commingled.

Unique POS Credentials: Staff must log in using individual POS credentials. PIN sharing or operating under another employee's open till is strictly prohibited.

5.2 POS Absolute Rules & Cash Expense Logging

POS as Single Source of Truth: The Point-of-Sale report is designated as the absolute official Gross Cash figure. Estimated or rounded figures in accounting logs are strictly prohibited.

Zero-Variance Daily Standard: Daily cash totals, deposit amounts, and logged expenses must reconcile to a Variance of $0.00 and an Alert status of "OK".

Strict Cash Expense Logging ("No Log Means It Did Not Happen"): Every instance of cash spent from the venue must be recorded in the Cash Expense Detail system with date, time, amount, vendor/person, purpose, category, receipt status, and dual signatures. Unlogged cash usage is treated as a severe control breach. Every entry requires a physical receipt, and cash disbursements must also be submitted through the company's online reimbursement form.

Manager Permissions: Permissions for voids, comps, item cancellations, and refunds are restricted exclusively to the MOD and GM, requiring documented operational reason codes in the POS terminal.

5.3 Shift-End Blind Counts & Cash Reconciliation

Blind Cash Count: At shift conclusion, assigned bartenders perform a physical blind count of all drawer cash (separating the $200.00 float) without viewing POS cash summary totals.

POS Report Matching: The MOD prints the POS Gross Cash report and reconciles physical cash, card receipts, and safe drop receipts against POS Gross Cash figures.

Required Standard Formula:

Physical Cash + Safe Drops - Opening Float ($200) = POS Gross Cash Report
Variance MUST Equal 0.00 | Alert Status MUST Read OK

5.4 Discrepancy Audits & Zero Wage Deductions Policy

Daily Ownership Reporting: POS cash figures, daily expense logs, deposit slips, and variance metrics are automatically emailed to the Owner daily for financial oversight.

Same-Day Discrepancy Resolution: Any variance other than 0 must be investigated immediately by the MOD by verifying deposit math, auditing cash expense logs, and reviewing POS receipt trails. Unresolved variances must be documented with explanatory notes and reported directly to ownership.

Zero Wage Deductions Safeguard: In compliance with South Carolina wage protection laws, Eighteen Ink LLC never makes automatic deductions from employee wages or tips to cover cash drawer shortages, register imbalances, or unpaid walkouts. Discrepancies resulting from negligence or non-compliance are addressed through performance counseling and progressive discipline.

6. Kitchen Food Safety and Health

6.1 SCDA Regulatory Oversight & Temperature Thresholds

Pursuant to state administrative reorganization, retail food inspection authority is vested in the South Carolina Department of Agriculture (SCDA). Kitchen personnel must strictly adhere to statutory temperature thresholds.

Food Category / Thermal Process	Mandatory SCDA Temp Threshold	Company Operational Target	Exposure Time / Action
Cold Holding (TCS Foods)	41°F (5°C) or lower	40°F (4°C) internal target	Continuous cold holding.
Hot Holding (TCS Foods)	135°F (57°C) or higher	140°F (60°C) internal target	Continuous hot holding.
Ground Meat (Beef, Pork)	155°F (68°C)	155°F (68°C)	Hold for 17 seconds minimum.
Poultry & Stuffed Meats	165°F (74°C)	165°F (74°C)	Hold for 15 seconds minimum.
Fish, Whole Beef, Shell Eggs	145°F (63°C)	145°F (63°C)	Hold for 15 seconds minimum.
Two-Step Cooling Method	135°F down to 70°F 70°F down to 41°F	—	Step 1: Within 2 Hours Step 2: Within 4 Hours (6 Hours Total Maximum)
Reheating for Hot Holding	165°F (74°C)	165°F (74°C)	Rapid reheat within 2 hours.

6.2 7-Day Date Labeling & FIFO Inventory System

7-Day Date Marking Standard: All prepped, refrigerated, ready-to-eat (RTE) Time/Temperature Control for Safety (TCS) foods held longer than 24 hours must be clearly labeled.

Day 1 Calculation: Preparation/Opening Day counts as Day 1. Food may be held for a maximum of 7 calendar days at 41°F or lower.

Mandatory Label Details: (1) Item Name; (2) Prep Date & Time; (3) Employee Initials; (4) Use-By Expiration Date. Combining ingredient batches requires adopting the earliest date code.

Big 9 Allergen Protocols: Staff must manage orders flagged for Milk, Eggs, Fish, Crustacean Shellfish, Tree Nuts, Peanuts, Wheat, Soybeans, or Sesame using dedicated allergen-safe prep procedures, fresh gloves, and sanitized equipment.

First-In, First-Out (FIFO): Kitchen staff must execute strict FIFO stock rotation, unpacking new prep behind existing inventory.

6.3 Vertical Walk-In Storage Hierarchy Standards

To prevent cross-contamination, items in walk-in refrigeration units must be stored in vertical shelf hierarchy based on minimum required internal cooking temperatures:

[SHELF 1 (TOP)] Ready-To-Eat (RTE) / Prepped Cooked Foods
[SHELF 2] Raw Fish, Seafood & Commercial Shell Eggs
[SHELF 3] Raw Whole Solid Beef Cuts & Pork Loin
[SHELF 4] Raw Ground Beef & Raw Ground Pork
[SHELF 5 (BOT)] Raw Poultry (Chicken, Turkey) & Stuffed Meats

6.4 Food Employee Health Policy & Illness Exclusion Rules

Mandatory Illness Reporting Triggers: Food employees must immediately report to the Kitchen Lead or MOD if experiencing:

Active Symptoms: Vomiting, Diarrhea, Jaundice, Sore Throat with Fever, or Lesions/Infected Wounds on hands/arms.

Diagnosed Pathogens ("Big Five"): Norovirus, Hepatitis A, Shigella spp., STEC (E. coli), or Salmonella spp.

Exclusion & Clearance Criteria: Symptomatic food employees will be excluded from the facility immediately. Excluded staff may return to duty only after remaining asymptomatic for a minimum of 24 hours without symptom-masking medication, or upon presenting a signed medical clearance release from a licensed physician. Diagnosed Big Five pathogens require mandatory regulatory notification to the SCDA.

7. Security Guest Safety and Incident Response

7.1 Security Staffing Authority & SLED Licensing

Security personnel operate under the direction of Head of Security Cody Morrison and the GM. Proprietary security staff must satisfy SLED registration requirements where applicable by law. Security holds authority over access control, age verification, perimeter monitoring, and physical ejection of non-compliant individuals, operating strictly within legal boundaries.

7.2 The 4-Level De-Escalation Continuum & LAST Framework

Security personnel must prioritize non-violent verbal de-escalation as the primary response to non-compliant or hostile patron behavior:

Level 1: Professional Presence: Maintain composure, clean uniform, authoritative stance, and strategic floor positioning.

Level 2: Verbal De-Escalation (The LAST Method):

LISTEN: Allow patron to state grievance without interruption.

ACKNOWLEDGE: Validate feelings using professional, neutral language.

SOLVE: Offer practical, lawful operational options.

THANK: Thank patron for cooperating with venue rules.

Level 3: Physical Contact / Soft Control: Escort techniques involving open-hand guiding touches on elbows or shoulders to navigate a non-compliant patron toward the exit.

Level 4: Defensive Physical Restraint: Applied ONLY when an individual poses an immediate physical threat of violence or bodily harm.

7.3 Absolute Prohibition of Physical Restraints

Eighteen Ink LLC maintains a zero-tolerance prohibition against dangerous physical force or unlawful physical restraints. Security personnel are strictly forbidden from applying force techniques that risk positional asphyxiation, severe bodily injury, or structural trauma:

Chokeholds / Airway Compression: PROHIBITED. Zero physical compression of the throat, windpipe, neck, or vascular neck structures.

Prone Restraints: PROHIBITED. Holding an individual face-down on the floor with pressure applied to their back, ribs, or neck is strictly forbidden to prevent positional asphyxiation.

Joint Manipulation / Small Joint Locks: PROHIBITED. Bending fingers, wrists, or limbs beyond anatomical limits to compel pain compliance is strictly forbidden.

Strikes / Punches / Kicks: PROHIBITED. Closed-fist strikes, kicks, or knees are strictly forbidden except in extreme self-defense against lethal violence.

7.4 Active Threat Response Model (CRASE: Avoid, Deny, Defend)

In the event of an active violence situation, staff must execute the Civilian Response to Active Shooter Events (CRASE) framework:

AVOID (Run): Primary objective. Evacuate immediately via unblocked emergency exits when safe. Direct patrons away from danger and call 911 immediately upon reaching safety.

DENY (Hide): If evacuation paths are blocked, move to assessed safe rooms with lockable doors and secondary egress options. Lock and barricade doors, extinguish lights, silence mobile devices, and remain quiet. (Staff are strictly advised to avoid entrapment dead-ends such as walk-in freezers or single-entry supply closets unless secondary emergency egress is confirmed).

DEFEND (Fight): Absolute last resort when life is in imminent danger. Act aggressively, utilize improvised defensive tools, and disable the threat.

Law Enforcement Arrival Protocol: Keep hands elevated, fingers spread, and empty. Do not make sudden movements or hold objects; comply immediately with police instructions.

7.5 Municipal Emergency Protocols & CCTV Evidence Preservation

City of Columbia 911 Directives: Staff must call 911 immediately for violent emergencies or medical distress. A designated staff member must be assigned to meet first responders at the entrance to guide EMS directly to the location.

CCTV Evidence Preservation: Following any notable incident, management must immediately secure the scene, restrict access, archive all relevant CCTV video footage, and tag digital files with Date, Time, Location, and Incident/CAD Number. Altering, editing, or deleting video footage or incident logs is illegal and results in immediate termination.

7.6 Duty of Care & Anti-Spiking Surveillance

Anti-Spiking Floor Surveillance: FOH staff and security must continuously monitor open bar tops, seating areas, and outdoor patios for unattended drinks, suspicious individuals hanging around impaired guests, or uninvited drink tampering attempts.

Anti-Spiking Test Kits: The bar maintains drink-testing strips and protective drink covers. Screening test strips are preliminary tools; a negative test result must never override observable patron distress, impairment, or physical illness.

7.7 Unattended Drink & Evidence Handling Protocol

Routine Abandoned Drinks: Routine abandoned glassware is cleared and discarded immediately by bar backs during sweeps.

Suspected Drink Spiking Evidence Preservation: If a patron or staff member flags a drink for suspected tampering, drugging, or spiking, staff must immediately halt routine clearing, preserve the glass and remaining liquid as potential evidence, secure surrounding CCTV footage, escort the patron to a safe area accompanied by staff, and contact EMS and law enforcement immediately.

Unverified Companions: Staff are strictly prohibited from releasing an impaired or distressed patron into the care of unverified "trusted companions" unless the patron's identity, safety, and explicit consent are clearly verified.

7.8 'Angel Shot' Code Word Action Matrix

Staff must immediately recognize and execute standardized responses when a patron orders an "Angel Shot" code word drink:

Code Word Phrase	Intended Meaning	Mandatory Staff Execution Procedure
"Angel Shot - Neat"	Patron needs discreet assistance reaching transport.	Staff discreetly escorts the patron to their personal vehicle or exterior rideshare pick-up zone.
"Angel Shot - On the Rocks"	Patron needs safe transportation arranged.	Staff calls a taxi or rideshare service, accompanying the patron to a secure inside waiting area until transport arrives.
"Angel Shot - With Lime"	Patron feels endangered by an aggressive individual.	Staff immediately alerts Security and the MOD to discreetly intervene, isolate, and remove the offending individual from the premises while securing the patron's safety.

Insurance, Claims Reporting & Evidence Preservation

7.9 Mandatory Incident & Claims Reporting

Employees must immediately notify the MOD of injuries, threats, fights, physical contact, ejections, alleged overservice, property damage, theft, equipment failure, refrigeration problems, or alarm faults. Emergency medical care must never be delayed for paperwork or insurance approval.

The MOD must document the incident promptly and notify the GM and Sole Owner. Management is responsible for reporting claims to the appropriate insurance carrier in accordance with policy terms. Reporting must not be delayed because an investigation is incomplete.

7.10 Evidence Preservation & Legal Documents

CCTV & Physical Evidence Holds: Management must immediately archive relevant CCTV video footage prior to automatic deletion, tagging digital files with date, time, location, and incident number. Suspected spiked drinks, physical items, POS receipt trails, schedules, and maintenance logs related to an incident must be secured. Altering or destroying evidence is strictly illegal.

Forwarding Legal Notices: Employees must immediately forward any attorney correspondence, summons, subpoena, or legal demand to management. Employees may not promise insurance payments, settle claims, or admit liability on behalf of the venue.

7.11 Alarm Verification & Refrigeration Monitoring

Alarm System Activation: Closing staff and MOD must complete the security checklist, verify required alarm zones function, arm the monitored burglar alarm, and record successful activation. Alarm faults must be escalated immediately.

Refrigeration Service Agreement: Kitchen staff and MOD must complete assigned temperature checks and report temperature excursions immediately. Management must maintain required commercial refrigeration service agreements to satisfy insurance policy endorsements.

Management Insurance & Risk Audit Checklist

This checklist must be maintained by the General Manager and Sole Owner to ensure ongoing risk management compliance:

☐ Liquor Liability Insurance: Verify active Founders Insurance policy and ensure SCDOR liability documentation is on file on premises.

☐ Assault & Battery Coverage: Resolve assault-and-battery endorsement standings and security exclusions with the insurance broker.

☐ Entity & Location Scheduling: Confirm every operating entity (Eighteen Ink LLC d/b/a Taneyhill's Group Therapy) and physical address (2107 Greene St, Columbia, SC 29205) is accurately scheduled across General Liability, Property, and Workers' Compensation policies.

☐ Alarm System Monitoring: Verify 24/7 central station monitoring contracts and document the automatic fault-notification procedure.

☐ Refrigeration Maintenance Agreement: Confirm active commercial HVAC/refrigeration service contracts to satisfy Commercial Property Equipment Breakdown policy endorsements.

☐ Property & Business Interruption Values: Reassess property replacement values (100,000) annually.

☐ Carrier Claims Reporting Directory: Maintain direct claim reporting contacts for all insurers (Northfield GL, Maxum Property, Founders Liquor, Technology Insurance WC) and designate primary/backup reporting managers.

☐ CCTV Evidence & Log Preservation: Ensure CCTV footage archiving procedures are tested quarterly and maintain secure digital incident logs.

☐ Payroll & Ownership Audit Tracking: Maintain detailed payroll audit records and track any corporate structure or ownership changes to prevent Workers' Compensation audit noncompliance penalties.

☐ Supplemental Policies Verification: Confirm active status for separate Cyber, Employment Practices Liability (EPLI), Commercial Auto, or Umbrella policies.

8. Department Roles and Cleaning Responsibilities

Department role overview

Role	Primary Duties	Key Compliance and Training Focus	Core Performance Expectations
Bartenders	Prepare and serve beverages; interact with guests; enter POS orders; maintain bar hygiene; handle payments; track inventory; monitor consumption; document service refusals and incidents.	Applicable alcohol-service hours and promotion restrictions; age and identity verification; responsible alcohol service; required server training; sanitation and allergen procedures.	Follow the company's under-30 ID-checking policy and all required checks regardless of apparent age. Refuse unlawful service and service to intoxicated guests. Reconcile cash drawers and promptly report discrepancies.
Bar Backs	Replenish ice, supplies, and glassware; replace kegs and replenish stock as authorized; clean bar areas; remove waste; operate warewashing stations; address spills and broken glass.	SCDA Regulation 61-25; safe ice handling; chemical storage; cleaning and sanitizing; glass-breakage procedures; lifting and slip prevention. Alcohol handling or service only within authorized duties and applicable requirements.	Maintain supplies through proactive restocking. Verify sanitizer concentration and other required conditions using the correct test method. Complete cleaning checks; air-dry sanitized items; promptly address hazards and report equipment faults.
Security Personnel	Control entry; verify identity and age; operate the approved forensic ID system; monitor occupancy and exits; de-escalate conflicts; coordinate emergency assistance; document incidents and preserve evidence.	Applicable entry-scanning requirements; occupancy and emergency-egress rules; lawful intervention and restraint limits; company de-escalation and emergency-response training.	Scan every person entering or re-entering at all operating times under TGT's license condition. Compare IDs with their holders. Maintain professional conduct and clear exits. Escalate threats promptly, document incidents objectively, and preserve relevant video. Follow law, training, and company procedures during physical intervention.
Kitchen Staff	Prepare food to approved recipes; execute tickets; cook, cool, reheat, and hold food safely; label and rotate stock; organize storage; prevent contamination; wash utensils; clean and sanitize stations; complete required logs.	SCDA Regulation 61-25; employee illness reporting; handwashing; food-specific cooking, cooling, reheating, and holding requirements; date marking; allergen procedures; safe storage and warewashing.	Target routine food tickets within twelve minutes when conditions permit. Generally hold TCS foods at 135°F or above or 41°F or below, subject to approved exceptions. Complete assigned checks and logs; label applicable foods correctly; maintain safe storage separation; verify equipment-specific sanitizing conditions; promptly report unsafe food, illness, contamination, and equipment faults.
Manager on Duty (MOD)	Lead the shift; assign stations; oversee alcohol service, entry control, food operations, and security; coordinate emergencies; review logs; handle complaints and incidents; verify opening and closing procedures.	Applicable alcohol-service hours; ID verification and scanning; required training credentials; food-safety oversight and designated person-in-charge requirements; occupancy and emergency exits; accurate timekeeping; injury reporting; insurance-related incident procedures.	Complete and sign opening and closing checklists. Verify required staffing and credentials. Review temperature, sanitation, and incident records and document corrective action. Support service refusals and stop unsafe practices immediately. Ensure all time worked is recorded. Escalate injuries, threats, equipment failures, alarm faults, and potential claims; preserve evidence.

Management & Leadership Expectations

8.1 Head of Security Responsibilities

Personnel Management & Training: Oversee security scheduling, shift assignments, performance evaluations, and continuous training on LAST de-escalation and CRASE active threat models.

Access Control & Age Verification: Supervise scanning of every person entering or re-entering at all operating times, as TGT's license requires. Match IDs to their holders.

Emergency Preparedness & Incident Response: Maintain emergency exit readiness, lead crowd control, direct evacuations/lockdowns, document all incidents, and preserve CCTV video evidence.

Surveillance & Security Inventory: Verify all security cameras are operational and properly positioned at all times. Monitor security inventory levels (wristbands, markers, hand stamp ink) and report low operating supplies to the GM.

8.2 Manager on Duty (MOD) Responsibilities

Shift Leadership & Operational Oversight: Serve as primary operational leader during assigned shifts, ensuring coordination between FOH, BOH, bar, and security personnel.

Regulatory Compliance Enforcement: Enforce strict adherence to South Carolina alcohol laws (2:00 AM cutoff), SCDA food safety codes, age verification protocols, and internal venue policies.

Staffing & Attendance Management: Manage live shift call-outs, approve valid shift trades, track employee breaks, and manage overtime risks in real time.

Financial Operations & Cash Control: Oversee POS drawer assignments, issue starting cash floats, audit mid-shift/closing drops, process voids/comps, and verify final financial reconciliation ($0.00 variance).

Incident Escalation & Executive Reporting: Direct guest complaint handling, oversee severe de-escalations alongside Security, coordinate medical/police responses, complete Incident Reports, and log shift summaries for the GM.

Cleaning responsibilities by department

Bartenders

- Sanitize bar top, speed rails, service mats, and ice wells with food-safe sanitizer.
- Clean bottle pour spouts, soak soda gun tips in sanitizing solution overnight, and flush drip lines.

Bar Backs

- Conduct 15-minute floor sweeps during peak service to clear empty glassware and hazards. (Operational Mandatory Exception: Immediately pause clearing and alert Security/MOD if a guest or staff member flags a drink for suspected tampering or spiking).
- Burn down ice wells at shift close; scrub wells with hot water and sanitizer.
- Lift floor mats; scrub tile floors with degreaser; squeegee water toward floor drains.

Security Personnel

- Perform hourly restroom safety checks and touch-point wipes to preserve patron welfare and restock supplies.
- Complete post-service restroom deep clean, sweep/mop front entrance ways, assist with trash drops, backup scanner logs, and verify armed alarm status.

Kitchen Staff

- Sanitize prep tables and cutting boards using quat sanitizer (200 PPM).

- Pull line equipment forward; scrub flat-tops; clean floor tile; squeegee water into drains.
- Empty line grease drawers; inspect hood vent filters; secure exterior dumpsters.

Manager on Duty

- Audit shift temperature logs and 7-day kitchen date marking compliance.
- Perform final building lockup walkthrough; confirm guest/staff clearance; secure exterior doors; arm security alarm.

8.3 Security Hourly Restroom Patrol & Biohazard Cleanup Procedures

Hourly Restroom Patrol Routine (During Service):

Knock & Safety Announcement: Security officers must announce entry ("Security entering for safety check") prior to entry.

Occupancy Check: Verify no more than one patron is occupying a single stall and check for signs of illicit activity or patron distress.

Visual Inspection & Touch-Point Wipe: Inspect doors, sinks, floor areas, and trash receptacles; wipe down sink counters with sanitizing spray.

Fast Restock: Ensure paper towels, toilet tissue, and soap containers maintain at least 50% capacity, restocking immediately if low.

Biohazard & Bodily Fluid Clean-Up Protocol:

Block off the affected facility immediately using "Caution: Wet Floor" barricades.

Don Personal Protective Equipment (PPE) from the Emergency Biohazard Kit (nitrile gloves, apron, eye goggles, mask).

Apply absorbent powder over liquid spills and allow 5 minutes for full absorption.

Scoop biohazard material into red biohazard waste disposal bags using disposable tools.

Apply broad-spectrum disinfectant spray to affected surfaces, allowing 10 minutes of wet contact time before wiping clean.

Dispose of all contaminated PPE and cleaning tools in the biohazard bag, seal securely, and inform management for approved disposal processing. Never pick up sharps by hand.

9. Daily Departmental Checklists

9.1 Bartender Daily Operational Checklist

☐ Log into POS terminal using individual credentials; verify $200.00 starting drawer float.

☐ Sanitize bar top, speed rails, service mats, and ice wells with food-safe sanitizer.

☐ Set up triple-sink station; test chemical sanitizer (50–100 PPM Chlorine or 200 PPM Quat).

☐ Prepare fresh garnishes using sanitized cutting boards; date-label backup garnishes.

☐ Check draft line pressures; flush drip trays; test soda gun clarity.

☐ Turn on venue televisions, adjust background music/audio to appropriate opening levels, and verify station cups, straws, and napkins.

☐ Verify age for all patrons appearing under 30 years old; enforce 5-point ID check.

☐ Announce Last Call at 1:45 AM; enforce POS system lockout at 1:55 AM.

☐ Enforce absolute alcohol service cutoff at 2:00 AM; clear all alcohol from guest tables by 2:00 AM.

☐ Perform blind cash drawer count at shift end; reconcile cash/card totals against POS Gross Cash report.

☐ Clean bottle pour spouts, soak soda gun tips in sanitizing solution overnight, and flush drip lines.

9.2 Bar Back Daily Operational Checklist

☐ Inspect ice machine; sanitize scoops; fill all bar ice wells using sanitized buckets.

☐ Restock glassware, speed rails, mixers, bottled inventory, draft beer kegs, and paper goods.

☐ Setup, charge, and test chemical concentration in bar triple-sinks using test strips.

☐ Conduct 15-minute floor sweeps during peak service to clear empty glassware and hazards. (Operational Mandatory Exception: Immediately pause clearing and alert Security/MOD if a guest or staff member flags a drink for suspected tampering or spiking).

☐ Restock beer walk-in cooler following FIFO stock rotation rules.

☐ Burn down ice wells at shift close; scrub wells with hot water and sanitizer.

☐ Lift floor mats; scrub tile floors with degreaser; squeegee water toward floor drains.

9.3 Security Personnel Daily Operational Checklist

☐ Conduct opening perimeter sweep; inspect emergency exit doors, parking areas, and alleyways for hazards.

☐ Position FOH stanchions, ID scanning podiums, and check-in signage.

☐ Power on electronic ID scanners; run test scans to verify clock synchronization and database updates.

☐ Execute radio checks across assigned security channels; test earpieces and battery charge.

☐ Scan every person entering or re-entering at all operating times. Use a functioning approved backup if scanners fail; pause entry until scanning is restored. No manual admission override.

☐ Perform hourly restroom safety checks and touch-point wipes to preserve patron welfare and restock supplies.

☐ Monitor security inventory levels (wristbands, markers, hand stamp ink) and report low supplies to GM.

☐ Execute LAST verbal de-escalation protocols; enforce strict prohibition against chokeholds, prone restraints, joint locks, or strikes.

☐ Lead 2:00 AM - 2:15 AM patron floor clearing and venue sweep.

☐ Complete post-service restroom deep clean, sweep/mop front entrance ways, assist with trash drops, backup scanner logs, and verify armed alarm status.

9.4 Kitchen Staff Daily Operational Checklist

☐ Power on exhaust hoods, fryers, flat-tops, and steam tables.

☐ Record internal temps of walk-in coolers and reach-in units on temp log (<41°F requirement).

☐ Sanitize prep tables and cutting boards using quat sanitizer (200 PPM).

☐ Stock line reach-ins using FIFO stock rotation; verify valid 7-day date labels (Day 1 = Prep Day).

☐ Verify hot holding items maintain internal temperature of 135°F or higher.

☐ Execute 20-second handwashing procedures prior to prep, glove changes, or raw food handling.

☐ Target routine food tickets within twelve (12) minutes when conditions permit.

☐ Rapidly cool prepped foods per two-step cooling rule (135°F to 70°F in 2h; 70°F to 41°F in additional 4h). Cook ground meat to 155°F for 17 seconds minimum.

☐ Pull line equipment forward; scrub flat-tops; clean floor tile; squeegee water into drains.

☐ Empty line grease drawers; inspect hood vent filters; secure exterior dumpsters.

9.5 Manager on Duty (MOD) Verification Checklist

☐ Conduct pre-shift staffing audit; verify employee fitness for duty, required server certificates, and shift coverage.

☐ Issue $200.00 cash floats to assigned bartenders; verify $500.00 reserve change bank status and manage bill exchanges.

☐ Audit shift temperature logs and 7-day kitchen date marking compliance.

☐ Supervise 1:45 AM Last Call, 1:55 AM POS lockout, and 2:00 AM alcohol cutoff & drink collection.

☐ Authorize POS voids, comps, and refunds; verify reason code logging ($1,000 GM cap rule applies).

☐ Audit shift-end blind counts and cash drops; confirm POS Variance = $0.00 and Alert = OK.

☐ Review and sign Security Incident Reports; secure daily records and CCTV evidence.

☐ Perform final building lockup walkthrough; confirm guest/staff clearance; secure exterior doors; arm security alarm.

10. Incident Report and Employee Acknowledgment

Security incident report

This form must be completed immediately following any incident involving physical force, patron ejectment, medical emergency, property damage, police contact, or regulatory inspection.

SECURITY INCIDENT REPORT FORM

INCIDENT METADATA

Date of Incident: _____ Time of Incident: _____ AM/PM

Location/Area in Venue: _____

Reporting Officer (Name & Title): _____

Assisting Personnel: _____

PATRON / INDIVIDUAL(S) INVOLVED

Full Name: _____ DOB: _____ Phone: _____

Address: _____

ID Scanned? ☐ Yes ☐ No ID Type/State: _____ ID #: _____

Physical Appearance / Notes: _____

INCIDENT CATEGORY (Check all that apply)

☐ Refusal of Service / Overservice ☐ Property Damage / Theft

☐ Ejectment (Non-Violent) ☐ Medical Emergency / Injury

☐ Verbal Altercation ☐ Contraband / Illegal Substance

☐ Physical Altercation / Assault ☐ Law Enforcement Response

INCIDENT NARRATIVE

(Provide detailed, factual, objective account in chronological order. Avoid opinion.)

_____

_____

_____

_____

USE OF FORCE JUSTIFICATION (If Applicable)

De-Escalation Steps Attempted: _____

Level of Force Applied: ☐ Hand Escort ☐ Soft Control ☐ Defensive Block

Prohibited Restraints Used? ☐ NO (Mandatory)

Injury Sustained by Any Party? ☐ Yes ☐ No

Medical Response Requested? ☐ Yes ☐ No EMS Unit #: _____

LAW ENFORCEMENT & MANAGEMENT NOTIFICATION

Police Responded? ☐ Yes ☐ No Officer Name/Badge #: _____

CAD / Police Report #: _____

Manager on Duty Notified: _____ Time Notified: _____ AM/PM

SIGNATURES & APPROVALS

Reporting Officer Signature: _____ Date: _____

General Manager Signature: _____ Date: _____

Employee acknowledgment

10.1 Underlined All-Caps At-Will Disclaimer & Handbook Status

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED, READ, AND UNDERSTAND THE EIGHTEEN INK LLC D/B/A TANEYHILL'S GROUP THERAPY EMPLOYEE OPERATIONS & COMPLIANCE HANDBOOK. I AGREE TO STRICTLY COMPLY WITH ALL OPERATIONAL STANDARDS, SOUTH CAROLINA DEPARTMENT OF REVENUE (SCDOR) ALCOHOL SERVICE RULES, SOUTH CAROLINA DEPARTMENT OF AGRICULTURE (SCDA) FOOD SAFETY CODES, CASH CONTROL POLICIES, AND SECURITY RESTRAINT PROHIBITIONS CONTAINED HEREIN.

I EXPRESSLY ACKNOWLEDGE AND AGREE THAT MY EMPLOYMENT WITH EIGHTEEN INK LLC IS AT-WILL, PURSUANT TO SOUTH CAROLINA CODE ANN. § 41-1-110. I UNDERSTAND THAT EITHER I OR EIGHTEEN INK LLC MAY TERMINATE MY EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT ADVANCE NOTICE.

I FURTHER ACKNOWLEDGE THAT THIS HANDBOOK IS A STATEMENT OF WORKPLACE POLICIES AND EXPECTATIONS AND DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, FOR ANY SPECIFIED DURATION. ONLY A FORMAL WRITTEN AGREEMENT SIGNED PERSONALLY BY THE SOLE OWNER OF EIGHTEEN INK LLC CAN ALTER MY AT-WILL EMPLOYMENT STATUS.

10.2 Employee & Management Signature Block

EMPLOYEE ACKNOWLEDGMENT EXECUTION

Please complete all fillable fields below and select your primary job classification:

Employee Printed Full Name: _____

Employee Signature: _____

Date Executed: _____

Primary Job Classification Checkboxes (Select One):

☐ Bartender ☐ Bar Back ☐ Security Personnel ☐ Kitchen Staff ☐ Manager on Duty (MOD) / Management

MANAGEMENT / WITNESS VERIFICATION EXECUTION

Must be witnessed and executed by an authorized venue manager:

Manager Printed Name: _____

Manager Title: _____

Manager Signature: _____

Date Executed: _____

Filing Instruction: Upon execution, the original signed acknowledgment page must be detached and filed directly in the employee's permanent personnel file prior to their first active working shift. A true and correct signed copy of this page shall be issued to the employee for their personal records.