WORKING WITH OTHERS

Isaac’s Deli, Inc. expects every employee to conduct themselves in a professional manner at all times. Personal relationships—whether social, familial, or romantic—shall never influence or interfere with job performance.

An employee who is involved in a personal relationship with another employee may not occupy a position in the same location if one of the employees is in a supervisory position. Personal relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. Isaac’s Deli, Inc. reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level (higher or lower). Supervisors are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. If such personal relationship is established after employment, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship. Disclosure must be made as follows:

\*Restaurant Employee – Report to the General Manager, as applicable.

\*General Manager – Report to the Senior Manager of People.

\*Senior Manager – Report to the President.

\*All other employees – Report to the Senior Manager in charge of their Department.

When a conflict or a potential for conflict arises because of the relationship affecting employment, the individuals concerned will be given the opportunity to decide who is to be transferred to another position or terminated if no position is available. If the decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

Isaac’s Deli, Inc. reserves the right to swiftly and effectively address inappropriate behavior, or perceived inappropriate behavior, which negatively impacts the operation of Isaac’s Deli, Inc. or makes any employee feel uncomfortable. In the event of this occurrence, management shall address the problem accordingly. This shall include, but not be limited to, issuing a verbal or written warning, employee relocation, or job dismissal.