



EMPLOYEE HANDBOOK

As of: 8-22-22

An on-line current and real-time version of this Handbook is available at:

Vincent holds a special place in my heart because as a customer I felt welcomed and at a place I could call home. That is why I knew when the prior owner gave up and decided to move away, I had to do something to keep this place going. Despite being in difficult times, there comes opportunity, and I was lucky enough to get a small business loan to take over Vincent, make the renovations and we could re-open.

I am very proud of all of you for stepping up to the challenge! It really hit me on our first busy night, being a Friday (February 12, 2021) with one server, a full dining room and pickup orders being printed every minute. The kitchen was doing everything to maintain a flow and turn out great quality food, the bar poured perfect cocktails while still helping fill take-out orders and wait on customers, the server was doing everything from serving customers, seating people, bussing tables, to mopping floors. We even had a supplier on his day off helping us out. I did whatever, I could even when I didn't know what I was doing, just to lend a hand. It was at that moment of chaos, I realized we had a great team that was coming together, just like a ship at sea. Despite everyone having a role and responsibility, everyone did what they had to do because of one thing, THEY CARED!

I may be the owner, but frankly I stepped into the role because I cared. I knew we could save Vincent, turn it around and make it better. Many of you don't know me personally, so I want to take a moment to share a personal story so you can better understand who your "boss" is. I was born on the Southside of Chicago at 5200 South Lawndale. My mother passed away of cancer when I was 3. I never got to know her, but I was lucky enough to have an amazing dad and two older sisters. My dad was not rich, we lived in a 3-bedroom bungalow home with one bathroom, the extravagances of my life included when my dad got a window air conditioner, or our first color tv or the wood paneled station wagon. He had an associate's degree and working in accounting and raised us as a single parent. We couldn't afford school tuition, so we all went to Chicago Public Schools, and later we all managed to go away to college of which we worked and used loans to pay for it. I worked a bunch of jobs, my first being a bus boy at Red Lobster on Pulaski (which is still there), I was a heating and cooling repairman assistant for Sears driving around to homes on the Southside in summers, I breaded chicken at Brown's Chicken, then later after college with an accounting degree I got my first job in "Corporate America". I

wouldn't change a thing and you may often hear me say, "Never look back for fear you may trip". My dad, despite working long hours, even losing his job at the age of 55 because the company moved away, he always made a point to take the time to teach us how to cook, how to fix things, how to fish, swim, garden, how to have fun, and how to take care of ourselves while he was taking care of us.

As a teenager, I also discovered that my dad was gay. I won't get into how I learned this but all through his life, up until dying at the age of 83 he never came out to me. It didn't occur to me until I was in my late 20's when I came out to my family and I was with my oldest sister at a bar and told her I was gay. You also have to realize my oldest sister helped take care of my mother when she was dying of cancer and my dad was the only one working to sustain our household. I never discussed the fact that my dad was gay even with my sisters. It was at that moment that she said, "Now that you told me about yourself, I want to tell you that I know dad is gay, but there was one thing that trouble me long after mom died. Did dad ever love mom?" You can imagine her question hit me like a ton of bricks, but my answer was easy. I told her, of course he loved her! For him to sacrifice his life, deny who he was inside to raise three children by himself, and do the things he did. Of course, he did because, HE CARED!

Which brings me back to Vincent and where we all come in. This is not an easy business, and these are even more difficult and unpredictable times. I realize we are all human and we are going to have good days and bad, we may get frustrated, and we will definitely have the strange, bizarre (I mean have you seen Wendy Sitti? Ha!), and there will also be fun and laughter. But I fundamentally believe we are all here because we enjoy being around people, we enjoy making people happy, using our collective talents to create great food and drinks and put a smile on people's faces. If you don't enjoy that, then it is just a job and you are in the wrong business. I am often asked, why do I dress in drag as Wendy Sitti despite being a business owner, having a master's degree, and can still wire a light socket? The answer is simple, I enjoy entertaining and making people smile, and god knows I don't get paid to be a drag queen.

So, what do I expect from you?

1. I expect you to care! Care about the service you provide, the food and drink you create the people you work with, the roof over our head and the genuine well-being of others.
2. I expect you to be creative. Think and view things differently, don't be afraid to try something different, do something a different way that could be better, because this is how we learn to be better.
3. I expect you to bring ideas on how we can be better at providing better service, creating a more efficient process and flow and yes doing it in a way that we are profitable.
4. I expect you to be up-front and honest with me and not afraid to ask me to do something and if I don't know how to do it, then teach me.

I am so excited to write this new chapter of Vincent with all of you and as crazy as this trip may get and no matter what gets thrown our way, I glad to be doing it with you.

Thank-you so much,

Rich Sypniewski (aka Wendy Sitti)

Why A Handbook?

This handbook is designed to summarize personnel policies and benefits for Vincent and to acquaint you, the employee, with the rules concerning employment. This handbook applies to all employees, and compliance with Vincent policies is a condition of employment. This handbook supersedes all previous employment policies, written and oral, expressed and/or implied. Vincent reserves the right to modify, rescind, delete or add to the provisions of this handbook from time to time in its sole and absolute discretion. This handbook is neither a contract nor a promise of employment, nor is it intended to alter the at-will employment relations between Vincent and you. Vincent reserves the right to interpret the policies in this handbook and deviate from them at their discretion and/or when determined appropriate to provide an environment of fairness and equality and in accordance the law.

As a reminder, employment at Vincent is on an at-will basis unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, in accordance to Illinois law, Vincent is free to conclude the employment relations at any time for any lawful reason, with or without cause, and with or without notice.

If you are uncertain about a policy or procedure, please check with our General Manager or Owner.

History

Vincent's has been a landmark in the Andersonville neighborhood for many years, first as the Dellwood Pickle, and then La Tache. Vincent was first opened on Sept 10, 2010. It was a dutch style bistro and has evolved over time to become what it is today. We will continue to evolve by listening to our customers, employees and the neighborhood to build a satisfying environment.

Core Values

5 Tenets...in this order

1. **We take care of our guests**
2. **We look out after each other, our employees**
3. **We take care of the community**
4. **We take care of our vendors**
5. **We concern ourselves with the bottom line**

Respect

- We value and respect everyone who comes through our doors, guests and staff. We consider their time, experience, and well being our highest priority. and we are committed to bringing the highest level of energy, knowledge, and enthusiasm to the job every day.

Excellence in Hospitality

- We know our guests have many choices in the neighborhood and Vincent culture is a living testament to our restaurant operations. We treat our patrons as we would loved guests in our home. We recognize, respect, and embrace the responsibility we have to our peers, our guests, our critics, our industry and ourselves, to deliver a simply kind, attentive, genuine, and unique experience that has and will continue to set us apart.

Economic Sustainability

- We are dedicated to maintaining sustainable business practices and we pursue profit as a means to reinvest in a healthy, vibrant workplace and to create opportunities for further growth and development.

Social Responsibility

- We work best when we work together and we will support each other as a cohesive team. We reflect this not only during the daily work shift, but by looking for opportunities to positively impact our social and environmental surroundings through supporting local vendors and farmers, community giving, and advocacy. We take our relationships with our vendors seriously. Who they are, where they come from, and what they bring us should be known by all employees.

Orientation

If this is your first day at Vincent, welcome! You will be given the following forms:

- Federal and state tax forms
- Personal and emergency information forms
- Employee Handbook
- Sexual Harassment Training Manual

Please fill out all of the attached by the end of your first week and give it to Management.

Resignation

Illinois is an at-will state, which means you are not required to give notice to resign. However, with respect to Vincent and your fellow employees, we ask that you consider submitting a written two-week notice to your supervisor.

Exit Interviews

At Vincent, we are always striving to improve. Exit interviews have a proven track record of providing helpful and insightful information about an individual's time with the company. Exit interviews are not mandatory but encouraged to openly discuss areas of improvement. Exit interviews can be written or oral, please let your manager know if you'd like to give one.

Discipline & Termination

All new and in-training employees are subject to a **90-day probationary period**, during which employment can be terminated at anytime and without cause.

After the probationary period, Vincent follows a progressive three-step disciplinary process: verbal warning, written warning and termination. We use this approach to give employees the time and opportunity to fix their mistakes. However, Vincent reserves the right to skip any of the steps in this process and move directly to termination if necessary based on the severity of the matter and its relation to the physical safety and well being of your co-workers and guests.

What You Really Came Here To Find Out And Other Tools To Help You Succeed

Attendance and Hours

You are required to be on time. Tardiness is grounds for dismissal.

Staff meetings will be scheduled and posted. You are required and paid for your time to attend staff meetings.

You are required to keep an accurate and complete record of your attendance through Vincent's POS system. If you forget to clock in please let your direct manager know immediately, or you will not be paid for that time. If you forget to clock out, please let us know or we will make a determination of your time worked.

Shifts & Working Time

Shifts/working time will change as our hours change. The schedule will be communicated monthly and adjusted weekly based on needs/demand, availability of staff and emergency situations. We are in the hospitality industry and we will make every attempt to accommodate schedules and times but it is understood we need to adapt to meet the changing needs of local laws, customers and market conditions. You are responsible for your schedule and for getting your schedule covered if you need time off. If, after every effort, you cannot find someone to cover your schedule, you may request time off from your supervisor/manager. **ALL** schedule changes must be approved by the General Manager or Owner.

Front of House schedules are sent out monthly and modified weekly based on changing market conditions, emergencies and demands. Please get all vacation or time off requests to the General Manager by the 15th of every month for the following month (August requests are due July 15). Exceptions are made for emergencies.

Dress Code & Tools of the Trade

Vincent is a festive business casual environment for guests and staff. All front of house staff are required to comply with Vincent's uniform: clean apron, dark jeans, close toed no-slip shoes, and either a dark charcoal grey, black white or orange shirt. Front of house staff should be reasonably dressed in a professional attire of button down shirts long or short sleeves. Vincent will provide an apron to all front of house staff that must be returned upon conclusion of employment or the cost (\$60) will be deducted from your final paycheck. Vincent will replace your lost or damaged apron at your cost and can be deducted from your paycheck.

Additional notes:

- Servers are also responsible for, and required to have on them during service, their own order pad, pens, and wine key.
- Food and wine descriptions will be distributed, you are expected to know them and you will be tested on them.

- Expenses for Vincent will be reimbursed through a non-taxable reimbursement in payroll after receiving of a receipt. Reimbursable expenses must be pre-approved by a supervisor or owner.
- FOH Staff are required by Illinois Law to have before serving to have passed the following:
 - BASSET Certification
 - Illinois Food Allergen Safety Training (ANSI Accredited)
 - Food Handlers Test (ANSI Accredited)
- BOH Staff are required by Illinois law to have passed the following:
 - Illinois Food Allergen Safety Training (ANSI Accredited)
 - Food Handlers Test (ANSI Accredited)

Conduct

- Phone use - Vincent expects you to use your discretion when it comes personal cell phone usage. Surfing the internet, texting, and personal calls interfere with productivity, and leads to guests being/feeling ignored. Excessive cell use not for conducting Vincent business during work will be dealt with on a case-by-case basis and is grounds for dismissal. You should also take reasonable care in properly sanitizing your phone with disinfectant and hands before serving customers.
- Appropriate Use of Company Equipment - Vincent requires all employees to protect its assets. All assets should be used for legitimate purposes, efficiently, and for company business only.
 - Assets include facilities, equipment, computers and information systems, telephones, employee time, confidential and proprietary information, food, alcohol, supplies, tips, credit cards, corporate opportunities, donations, gifts, and company funds.
 - Suspected incidents of fraud, theft, negligence, and waste will be dealt with on a case-by-case basis and are grounds for immediate dismissal.
- Social Media - Vincent is happy to have you include them on your social media and expects any content to be appropriate and professional. Unless expressed written consent, Vincent does not allow social media tags use to support a personal business or political venture. Embarrassing or derogatory statements made on social media belittling the Vincent brand or our customers is grounds for dismissal.
- Kitchen Flow for FOH Staff - The pass in front of the line is not a social area. Extraneous conversation is confusing to the line, please keep your questions concise and planned. Wait your turn and then address all questions and requests to the chef or line staff. Remember to knock on BOH doors before entering and keep your eyes and ears open and have an awareness for your safety and that of others.
 - We reserve the right to change to a one door in, one door out policy if safety becomes a risk and/or in high volume periods.

Substance Abuse

Substance abuse - Vincent takes seriously the problem of drug and alcohol abuse, and is committed to providing a substance abuse-free workplace. Substance abuse of any kind is

inconsistent with the behavior expected of our staff, subjects all employees and guests to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of alcohol and prescription drugs on premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, you are required to report to your job in appropriate mental and physical condition, ready to work.

Compliance with this substance abuse policy is a condition of employment, and any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

Cannabis is legal in the State of Illinois and employees who are medically prescribed cannabis for personal health related matters as treated by a physician, are permitted to take their medication provided it does not effect work performance or endangers the safety of the our guests and employees. Recreational use of cannabis or other recreational drugs during the working schedule will not be tolerated.

Pay

Employees are paid on a biweekly basis and direct deposit is strongly encouraged. Checks will be made available within 4-5 days of the close of the payroll period.

Insurance Benefits

Health insurance will be made available to all employees with reimbursement plans based on position and years of service.

Bonuses and Raises

Bonuses and raises are solely at the discretion of the owner.

Tip Sharing Allocation

Tips will be pooled for FOH staff and shared equally based upon the day worked. It is the sole discretion of the FOH staff to share tips with other members of the staff. Management reserves the right to change the tip policy.

Other Benefits

- One meal on your day of work either before or after your working time.
- 30% off dinner and drinks for you and a guest
- Take-away alcohol and wine purchases at cost (subject to General Manager's discretion)
- Beer and/or wine end of shift
- 50% off all other after-shift drinks at the General Manager's discretion
- 8 o'clock shot - offered at General Manager discretion
 - 8 o'clock shot must be well and bottom of the barrel

- Please note, this perk is not determined by the bartender, it is solely in the purview of the General Manager. If the General Manager or Owner is not present, the 8 o'clock shot is not allowed.

Holidays, Special Days, and Closures

- Vincent is closed the following holidays:
 - Christmas Day (December 25)
 - New Year's Day (January 1)
 - New Year's Day Break (January 2-3)

Paid Time Off

Vincent offers full-time salaried employees two weeks paid vacation a year. This paid time off ("PTO") is applicable to both vacation and sick days and any personal day taken off. PTO time is accrued each pay period at a rate of 3.07 hrs. per pay period. PTO balances **DO NOT** carry over annually and must be used in the current year. PTO cannot be taken on New Year's Eve.

Sick And/Or Missed Days

If you miss more than two shifts in a row or three in a three month period due to illness or emergency, you may be required to provide a written doctor's note or proof of absence. Patterned (every Friday before a long weekend) or consistent sick days will be dealt with on a case-by-case basis and are grounds for immediate dismissal.

Performance Assessment & Reviews

Your performance and success at Vincent directly impacts our bottom line, so Vincent is committed to a healthy and happy staff. Employee performance assessments will be performed 90 days from your date of start and periodically through your employment. We operate in an "open door" policy whereas the owner is open to feedback and will provide feedback. It is the culture and philosophy of Vincent that we are all in one boat and we stay afloat by working together treating everyone with honesty and respect.

Vincent follows a progressive three-step disciplinary process: verbal warning, written warning and termination. However, Vincent reserves the right to skip any of the steps in this process and move directly to termination if necessary.

EEO and ADA

It is the policy of Vincent to provide equal employment opportunities to all employees and employment applications without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state, or federal laws. This policy prohibits unlawful discrimination based on the

perceptions that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including but not limited to hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.

Vincent expects all employees to support our EEO and ADA policy and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law.

Confidentiality

In the course of employment, you may have access to confidential information regarding the company which may include financial information, contracts, suppliers, customers, credit cards, passwords, recipes, personnel information, or other information considered proprietary and confidential. You are expected to protect this information, only disclosing it when authorized to do so and only to those with a legitimate business need to know about it.

Health & Safety

Vincent conducts business in accordance with applicable health and safety requirements and strives for continuous improvement in its health and safety policies and procedures.

All employees are expected to perform their work in compliance with applicable health and safety laws, regulations, policies and procedures and apply safe work practices at all times in all locations. Please familiarize yourself with the procedures in place.

Emergency Procedures

In case of fire or other emergency, the first step is to keep calm. There are two exits at Vincent, doors in the back and front of the house. Fire extinguishers are located in the dining room near table one, in the service area near the coffee machine, a giant silver liquid extinguisher in the kitchen. There are two first aid kits, one located on the window ledge shelf by the back door.

Acknowledgement of Receipt

By receiving this handbook and Signing the Employee Handbook and Sexual Harassment Training Acknowledgement, you are confirming the following statements:

- I have read the entire employee handbook and understand my responsibilities related to it.
- I have had the opportunity to ask questions to clarify any unclear aspects of the handbook.
- I agree to abide by its principles.
- I have received and signed the Vincent Sexual Harassment Policy
- I have received Vincent Vomit and Diarrhea Cleaning Procedure Manual
- I have provided all certifications needed for my position
- I agree to report any violations of the handbook and to cooperate in any investigations of violations of the handbook.
- I have agreed to Vincent wage policy
- I have read, understand, and agree to Vincent's Covid-19 policy