

COMPANY HISTORY & PHILOSOPHY

Double Quick, Inc. was founded in 1983 with the opening of its first store in Greenville, MS. Store #6 was followed by Store #3 in Indianola and a Charter Store conversion that became Store #7 in Ruleville. Double Quick was formed as a corporation in February 1984. In April 1984, Double Quick acquired sixteen former "Mr. Quick" stores and overnight became a factor in the Mississippi Delta convenience store market. Over a period of the last thirty (30) years, DOUBLE QUICK has continued to grow and today operates 60 stores, 39 restaurants and deli operations, and has grown to over 1,000 employees.

In 1994, Double Quick became a partner in profit with Church's Chicken to bring branded fast food to its market areas. The first combination Double Quick/Church's store opened in Belzoni, MS in November 1994. This location was followed by a combination store in Eudora, AR in December 1994. In 1997, Double Quick opened its first Krystal hamburger location in Greenville, MS. One additional Krystal location was added in 1999. In addition to our branded fast food partners, all Double Quick stores are unbranded and retail gasoline under the Double Quick flag.

Today, Double Quick is strategically positioned as a prominent presence in the convenience store, gasoline and fast food industry in Mississippi and Arkansas. A substantial number of our store, supervisory and executive management employees have ten, fifteen or twenty plus year's continuous experience in their positions. The expertise of these employees has made Double Quick a respected competitor in each of our market areas. Through dedication and hard work, many of our employees continue to be promoted to positions in store and restaurant management as well as multi-unit supervision.

All of Double Quick's Area Managers have been promoted from the ranks successfully operating stores. Double Quick's employees know that by working hard and being flexible in the early stages of their career with us, they will be provided with a great learning experience, above average salary and benefit plans and future opportunities to match their performance and skills. Simply hiring the best is not enough. We believe in providing a work environment that challenges each employee to strive to maximize their potential, allowing them to learn new skills and apply those skills by giving a one hundred percent effort at all times.

Creating this type of environment and corporate culture does not just happen. At Double Quick it starts with the hard work, long hours and vision of the executive management team, and is passed on through each Area Manager to the store level. Double Quick has a Mission Statement, a Purpose and a set of Core Values by which the company lives and they are key to our current success and remain the key to the future success of our Company and our employees. Each and every one of our decisions, programs, policies and procedures consider these beliefs. GOOD LUCK, and best wishes for a long, fun, wonderful and rewarding career with Double Quick.

Double Quick's Core Values:

LEARN

BE HONEST

WORK SMART TOGETHER

HAVE FUN

I.GENERAL EMPLOYMENT POLICIES

CUSTOMER SATISFACTION

Making customers feel good about shopping at Double Quick is the most important part of your job. Our motto is We Keep you Movin'!

“Customer Service Starts With Me”, is our Mission Statement. Every employee, whether they work in the office or in a store is responsible for helping the company satisfy customers. In fact, making customers feel good about shopping at Double Quick is the most important part of everyone’s job.

Friendly and respectful service is very important but also ask yourself, “Would the cleanliness of the fountain area, the freshness of the coffee, or the quality of the food I’m about to serve please the customer?” If not, take responsibility and make a difference for the next customer that walks in the door. Double Quick has many loyal customers and they deserve our appreciation. These customers have created over 1,000 jobs for Double Quick employees. By helping Double Quick grow, these customers have made it possible for many employees to advance and achieve careers they never dreamed possible.

The next time you observe an unsatisfied customer, please try and satisfy that customer. If you are unsuccessful make your immediate supervisor aware of the customer’s problem. If he or she cannot make the customer happy, the office will do whatever it can do. Sometimes the customer cannot be satisfied unless they talk to an owner of the company, which is okay, since the Mission Statement applies to the owners too.

Double Quick’s experience has been if we make an unsatisfied customer happy, they will become a loyal customer because they will see that we care. We prefer to see an unsatisfied customer as an opportunity, not a problem. **Hey, we realize that customers have bad days but let’s try to turn their bad day into a good day.**

EQUAL EMPLOYMENT OPPORTUNITY

Double Quick's success depends on its ability to hire and employ qualified people. All employment related decisions are based on an individual's job-related qualifications and job performance without regard to race, sex, sexual orientation, age, color, religion, citizenship status, national origin, veteran status, or disability. This policy applies to every personnel practice including recruitment, transfers, training and development, promotions, salaries, benefits, and other conditions and privileges of employment.

Questions about equal employment opportunity should be discussed with the Department of Human Resources.

NEW HIRE ORIENTATION

To welcome you to our Company and give you more information about us, Double Quick Inc. has established Double Quick University. Double Quick University is designed to give vital information to you the new employee so that you may quickly become familiar with the overall Company operation as well as Company policies and benefits.

90-DAY PROBATIONARY PERIOD

All new employees are hired on a 90-day probationary period. During this 90 day period, you are evaluated and rated by your Manager and Area Manager on your ability to perform all aspects of your job assignment including: on the job behavior, teamwork, safety, and job performance. A new employee will not become an authorized employee until the evaluation period is successfully completed.



II. PAY/WORK SCHEDULE

The manager of each operation schedules labor hours. The work schedule may change as business conditions change. You must not leave your shift until the employee who is scheduled to take over for you, properly relieves you or until a suitable replacement can be found. This means that you may be required to work beyond the normal end of your assigned shift.

TIME RECORDS

Each employee must clock in at the start of their shift and clock out at the end of their shift. At the end of the week, you should review your time record and approve the record. Clocking-in another employee is not permitted. Any deliberate falsification of your time record will be grounds for termination. The store manager must approve all overtime. Under no conditions are you to work without clocking-in. **NEVER WORK OFF-THE-CLOCK.** If you are asked to work off the clock, you should call the Department of Human Resources at (662) 884-5061, Vice President of Operations, or Vice President of Food Service at (662)-884-5000.

OVERTIME WORK

From time to time, business conditions may require hourly employees to work overtime. All hours worked over forty (40) by a non-salaried-exempt employee in any one work week will be paid at a rate of one and one half (1 ½) times your base hourly rate of pay.

PAY PERIODS

Employees are paid weekly. The payroll period begins at the start of the 1st shift on Wednesday and runs through the 3rd shift the following Tuesday. You will be paid on Friday for work performed the previous week. If you have questions about your pay or if at any time you find what you believe to be an error in your pay, report the matter to your manager who will resolve the problem as soon as possible. **Employee Earning Statements are confidential company documents and should never be accessed by another employee.** Violation of this policy will result in immediate termination. You now can access your personal earnings statement by visiting the DQ website at www.doublequick.com. Click on "EMPLOYEES" at the top right.

PAYROLL DEDUCTIONS/DIRECT DEPOSIT

Laws require that deductions be made from your paycheck. These deductions include Federal Income Tax, Social Security and in some states, State and local taxes. If you need to verify your current wages or past earnings, YOU NEED TO KEEP YOUR EARNING STATEMENTS. This information is shown on your earning statement. You may elect to have your check Direct deposited in your bank account or you will be issued a pay card.

DOUBLE QUICK FACT:

Additionally, court ordered deductions such as garnishments and child support will be withheld according to the order of the court.

III. EMPLOYEE BENEFITS

HEALTH INSURANCE

Full-time employees become eligible on the first day of the month following 60 days of employment. You may also elect Dental Insurance, Short-term Disability and Life Insurance.

401(k)

Double Quick contributes a dollar amount, which is determined by the Company to a fund that is available to all eligible participating employees. Employees may elect to contribute to a 401(k) plan with a certain percentage being matched by the company at the company's discretion. Employees may elect to participate in the 401(k) after one year of service. They must also have worked a total of 1000 hours in that year. The company has four entry points each year – January 1, April 1, July 1 and October 1.

VACATION

- Employees become eligible one (1) year from date of hire. Vacation paid will be the average of the prior 52 weeks hours worked times the employee's hourly rate.
- Vacation will be granted at such time of the year as your Manager and Area Manager finds suitable; taking into consideration the wishes of the employee and the store's operation. You must provide your manager at least thirty (30) days' notice by completing the vacation request form.
- Vacation hours may not be carried over from one year to the next. All vacation must be used in the current year.
- A terminated employee is not entitled to vacation if he/she is terminated for cause. Employee's failing to give a two weeks' notice forfeit all vacation benefits.
- Employees are eligible for 1 week of vacation after one year of employment; 2 weeks after four years of employment; and 3 weeks after six years of employment.
- A day of vacation is up to eight (8) hours at your base rate of pay.

HOLIDAY PAY

All non-exempt employees who work on an approved holiday will receive holiday pay. If you work on a holiday, you will receive your normal base rate of pay plus holiday premium pay (one half (1/2) times your base pay) for all hours worked. If you are scheduled to work on a holiday but fail to work the scheduled shift, you will not be eligible to receive holiday pay.

DOUBLE QUICK FACT:

The following are the four (4) approved holidays: Church's employees are not paid time and a half for 4th of July and New Year's Day.

- **New Year's Day (January 1)**
- **Fourth of July**
- **Thanksgiving Day (4th Thursday in November)**
- **Christmas Day (December 25th)**

CREDIT UNION MEMBERSHIPS

Employees become eligible to join the credit union at their date of hire.

LEAVE OF ABSENCE

Double Quick Inc. grants employees leave of absence at its discretion in appropriate circumstances. Leave of absence is without pay or benefits unless otherwise specified in writing at the time leave is granted. All requests for leave of absence should be made to your immediate supervisor. Final approval for such requests will be made by the Manager of the Department of Human Resources. Leave of Absence made necessary by call up to actual military service will be governed by applicable federal rules and regulations.

MEDICAL LEAVE OF ABSENCE

The Family Medical Leave Act shall govern this type of leave. Requests for leaves of absence require approval by the Manager of Human Resources. To request Family Medical Leave, contact your Manager or Area Manager.

IV. ATTENDANCE/TARDINESS

Because of the very nature of our operations, it is very important that all employees are at work and on time.

If you know you have to be absent, it is your responsibility to notify your team leader, Manager, or Area Manager (if manager is going to be absent) at least twenty-four (24) hours in advance. If you cannot report to work on the scheduled day, you should give notification no later than four (4) hours before the start of your scheduled shift.

If you are sick or absent for more than one day, you must keep your Store Manager or Area Manager informed daily of your condition (**UNLESS OTHER ARRANGEMENTS FOR REPORTING HAVE BEEN MADE**) and tell him/her when you can be expected back on the job. Your Manager will require you to submit a doctor's statement verifying your illness.

The only excused absence is an absence caused by reasons recognized as acceptable by Double Quick Inc., such as funerals for immediate family, jury duty, vacation, injury, military leave or written approved leave of absence.

TARDINESS

It is the responsibility of each employee to be at work and at his or her assigned job area performing his or her duties, ON TIME. Tardiness affects the operation of your store, and your fellow co-workers.

If you are tardy to work, or know you will be tardy, it is your responsibility to inform your team leader or a member of management as soon as possible. You must also inform your team leader or Manager of the reason for your tardiness. A pattern of excessive tardiness and absenteeism will result in disciplinary action up to and including termination. New employees are allowed no more than 3 tardies during their probation period.

SCHEDULE

Any employee that needs to work a specific shift or needs a certain day off must discuss it with the Manager before the schedule is posted. No changes are to be made on the schedule without the manager's approval. Notification and verification on any schedule change is the responsibility of the Store Manager.

VI. PROMOTIONS & TRANSFERS

PROMOTIONS

Candidates considered for promotion are evaluated based on experience, qualifications and performance. If you want to be considered for a job other than the one to which you are assigned, simply inform your Manager or Area Manager.

TRANSFERS

Management may transfer an employee from job to job within the store's operation. At times, an employee is given an opportunity to work in different areas to broaden his/her work experience with the Company. This can prepare you for advancement opportunities as they become available. Transfers from one store to another require the prior approval of the Area Manager.

VII. GENERAL WORK RULES

RULES AND REGULATIONS - IN GENERAL

It is not intended that the following list of rules be all - inclusive. The list specifies areas that are considered gross misconduct and provide the basis for disciplinary action. Disciplinary action will range from a verbal warning, written warning, or termination. In deciding what action will be taken, Double Quick, Inc. will, among other things, consider the seriousness and/or frequency of infractions. Certain work rule violations may result in immediate suspension without pay or immediate termination.

DOUBLE QUICK FACT:

The following are examples of employee misconduct, which may, depending on the circumstances, result in disciplinary action, up to, and including termination.

1. Dishonesty in any part of your job performance, in using Company property, or handling Company sales reports or records. This will include: falsifying time, personnel information, merchandise reports, reports, or any other Company record(s).
2. Refusal to perform assigned duties relating to work, insubordination, or lying to a team leader or a member of management
3. Deliberately damaging, destroying, wasting, misusing, or attempting to damage Company products, property, equipment, or that of another co-worker.
4. Stealing from anyone, fighting, or gambling on Company premises.
5. Reporting to work in an unfit manner, or intoxicated (under the influence of illegal drugs or alcohol).
6. Leaving store operations during working hours without permission.
7. Failing to properly clock-in or out.
8. Violation of safety practices and rules regarding reporting accidents and or injuries.
9. Being absent from work without properly notifying your team leader or a member of management.
10. Vending, soliciting, or collecting contributions without prior approval. Asking for or receiving tips and birthday cash.
11. Excessive absenteeism or tardiness and/or giving false explanation for an absence or tardy.
12. Handling personal affairs on Company time without receiving permission from Store Manager or Area Manager.

13. Removing Company materials, supplies, tools, or products without permission of the store manager or area manager.
14. Creating or contributing to unsafe and/or unsanitary conditions, including failure to properly dispose of garbage and trash.
15. Negligence that results in poor product quality and/or customer service.
16. Violation of lottery procedures will result in termination and prosecution. Lottery winnings received from tickets not paid for is considered Lottery Fraud and will be reported to the Arkansas State Lottery Commission.
17. Illegal sale of alcoholic beverages and tobacco products.
18. Violation of food stamp laws.
19. Holding a check for deposit.
20. Discussing Company business without proper authorization.
21. Improper handling of Company's funds.
22. Under ringing or false over ringing of merchandise.
23. Use or sale of drugs or other illegal substances on the job.
24. Use of foul vulgar language including profanity.
25. Harassment of another employee or customer.
26. Unauthorized use of register key to delete, void, or open cash register drawer. Using safe drop or safe pick cancel to open register.
27. Locking or leaving store unattended without supervisor permission.
28. Closing the store before established hours or breaking down equipment prior to closing.
29. Not opening the store on established time. (This means having product up and ready to sell)
30. Cash shortage on employees shift. Any single cash shortage exceeding \$25.00 will result in termination. A pattern of cash shortage exceeding \$15.00 for a period of 7 days will result in disciplinary action or termination.
31. Any alteration or falsification of a money order transaction will result in termination and prosecution.
32. Failure to verify currency by using a counterfeit detection pen will result in termination.
33. Turning off the DVR video surveillance equipment or blocking or altering the view of the camera will result in termination.
34. Cash shortages caused by failure to follow proper void procedures will result in disciplinary action. A single cash shortage, exceeding \$25.00 that cannot be explained will result in termination. Exceeding \$15.00 cash shortage in a week will result in disciplinary action or termination.
35. Team members are not allowed to bring purses into the store during their work shift.

NEPOTISM

Double Quick, Inc. does not permit the employment of immediate family members within the same store location. Immediate family members are defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, in-laws, “step relations”, or anyone living in the immediate household. Though all immediate family members may work for Double Quick, Inc. within different store locations, it is prohibited for immediate family members to be employed within the same store location.

Double Quick, Inc. does not permit team members who are immediate family members of an Area Manager to work in a store location that the Area Manager supervises. Immediate family members of an Area Manager are permitted to work within the company, as long as employment is at a store location that the Area Manager they are related to does not supervise.

BEREAVEMENT

Double Quick, Inc. allows a 3 day unpaid leave in the event of the death of a full-time employee’s immediate and extended family members. Immediate family members are defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, in-laws, and “step relations”.

Double Quick, Inc. will need proof of the employee attending funeral services when the employee returns to work.

APPEARANCE & UNIFORMS

Double Quick, Inc. expects every employee to arrive at work clean and well groomed. Our customers deserve to be served by a person with a neat and professional appearance. In order to ensure proper standards and consistency from each of our operations we have set forth the following dress code guidelines:

Double Quick, Inc. will supply each employee with two uniform tops and a nametag. In some restaurant locations, employees will also be provided with a cap/visor and/or apron. DOUBLE QUICK team members are required to present a clean, well groomed appearance at all times while operating their shift.

UNIFORM STANDARDS

- **TROUSERS, SLACKS and SKIRTS:** are to be NAVY BLUE or BLACK. IF the employee elects to wear a skirt in lieu of pants, the skirt must be either NAVY BLUE or BLACK and must extend to ankle length.
- **BELTS:** Black belts must be worn with all NAVY BLUE and BLACK pants with loop holes.
- **DRAW STRINGS:** Clothing requiring draw strings, etc. as a means of closure are not permitted under any circumstances.
- **SHIRTS:** All team members and managers will wear the DOUBLE QUICK issued uniform shirts. Other shirts that contain a collar and/or the DOUBLE QUICK logo may be worn with company approval.
- **NOT PERMITTED:** Scrubs, jeans, sweat pants and spandex products are not permitted.
- **TUCK OR NOT TUCK? :** Shirt tails are to be tucked inside trousers, pants, and skirts at all times. Failure to do so is grounds for termination.

DOUBLE QUICK FACT:

FAILURE to conform to the uniform appearance policy will result in progressive discipline up to and including termination.

Only approved exceptions to the uniform rule are permitted. For example, food offering partners may supply promotional shirts to be worn in the food concepts during new product introductions or for limited items. The Vice President of Food Service Operations will define the time period of such exceptions and communicate them to the field. Any other exception must be approved in advance by the Vice President of Operations. Each new employee will be given two shirts at the time of employment. The employee is responsible for cleaning and maintaining the shirts in good repair. Shirts that are torn or contain holes will be replaced. **SHIRTS REMAIN THE PROPERTY OF DOUBLE QUICK AND ARE TO BE RETURNED UPON THE TERMINATION OF EMPLOYMENT.**

SHOES: Shoes are to be black and of leather or man-made leather product. Cloth-made shoes are not permitted. Employees in all food concepts will be provided with slip-on shoe covers and will be required to wear them. All employees will wear complete shoes that are closed toe and closed at the back. SLIP ON SHOES like crocs, sandals, etc. are not permitted at any time. SHOES with raised or elevated heels or soles are not permitted. Shoes with spiked heels are not permitted. Slippers or other forms of house shoes are not permitted. Employees are allowed to purchase shoes that meet Company standards.

JEWELRY: Because excessive displays of jewelry may put team members at risk of robbery, only the following jewelry is permitted:

- **Wedding Bands**—Metal Only. Rings with stones are not permitted at any time because a loose stone could potentially contaminate a food or fountain product that is served to a customer.
- **Earrings**—only small metal stud style ear ring, or hoops no larger than quarter size are permitted. No facial piercings or tongue rings are to be worn while on duty. Earrings containing stones are not permitted because a loose stone could potentially contaminate a food or fountain product that is served to a customer.
- **Bracelets, watches and necklaces:** are not to be worn at any time. Bracelets or necklaces containing medical alert information may be worn if they are tight on the wrist or around the neck.

FINGER NAILS: Nails are to be clean and trimmed at all times. Nails may not extend beyond 1/4 inch from the end of the finger nail bed.

- Nails of excessive length are potential hazards to register and computer touch screens and may harbor germs that could contaminate a food or fountain product that is served to a customer. Team members are not permitted to use their fingernails to touch or activate any part of the register.
- Under no circumstance will artificial nails, press on nails, nail tips, nail polish, etc. are permitted.

HAIR/HAIR LENGTH: Hair must be clean and neatly groomed at all times. IN food operations hair length must not touch the tops of the shoulder. Hair restraints, nets, etc. may be worn to comply with the hair length requirement. In operations that require a visor/cap be worn, the team member must be able to wear the visor/cap without interference from hair.

FACIAL HAIR: Only a well-groomed moustache is permitted in any of the food operations. In non-food operations, facial hair must be neat, well groomed and closely trimmed at all times. Moustaches must be neatly trimmed.

NAME TAGS:

- Managers will be given an engraved name tag to be worn on their uniform top.
- Assistant Managers and/or shift leaders will be given an engraved name tag at the completion of all training and certification processes.
- Name tags will be provided and are to be worn by all team members when working.

COATS, JACKETS, SWEATERS, AND HATS, ETC:

- Double Quick employees are supplied uniform tops while waiting on and serving customers inside store/restaurant locations. The purpose of wearing uniform tops is to provide a consistent look across all locations.
- Employees ARE NOT permitted to wear any type coat, jacket, sweatshirt, etc. over the uniform top. Only hats that are required by management are to be worn inside the store/restaurant location. Employees are permitted to wear black or navy blue long sleeved under-shirts, if cold.
- Approved jackets or sweaters at Drive-Thru locations.

REMOTE PANIC BUTTONS

- Panic Lanyards should be worn by the Manager. If the Manager is off, it should be worn by the Assistant Manager. If the Manager and the Assistant Manager are off, the team member in charge should wear it.
- At the end of the shift, the person wearing the lanyard is responsible for passing it to the next person responsible for wearing it. (non-24 hour stores should store it in the back office when closed) **THE PANIC LANYARD SHOULD NEVER LEAVE THE STORE!**

- Panic Lanyards should be worn on the outside of clothing in plain view. (Exception: if working in the kitchen, the lanyard should be placed inside clothing, for safety purposes.)
- Panic Lanyards work just like the other panic buttons in the store. They are to be used for emergency purposes.
- To use, the button needs to be pushed and held down until a red flashing light is seen in the small window beside the button.
- This will send a silent alarm to the call center and police will then be dispatched to the store.

PANIC BUTTON RESET

After using the button, the security alarm **MUST** be reset. If it is not reset, it will not work the next time it is needed. This applies to **ALL** panic buttons in the store.

To reset the security alarm:

- Go to the alarm key pad.
- Key in your store's 4 digit pass code and a 1
- Repeat – key in the 4 digit pass code and a 1
- The alarm is reset and should now show **READY**

Anytime a panic button is used within the store (remote or built in), it is required that the Manager, Area Manager, and/or Vice-President of Operations are notified.

Return To Work Policy

If a Double Quick employee becomes ill or injured as a result of a job related accident, employees have the responsibility of returning to work at the earliest possible time as approved by your treating physician. The employees' health and safety are also contributing factors in regards to the employee returning back to work.

Double Quick will actively seek to return disabled employees covered by workers compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider.

WORKPLACE INJURY REPORTS

If a Double Quick employee becomes ill or injured as a result of a job related accident, it is the employee's responsibility to notify their Store Manager, who will complete an incident report and turn into Human Resources. It is the Manager's responsibility to notify the Area Manager who will then notify the Director Human Resources. The employee involved will need to complete a detailed statement as part of the incident report.

INCIDENT REPORTS

CELLULAR PHONE & ELECTRONIC USAGE

To promote a safe and productive work environment and to ensure customer service levels are not compromised by employee cellular phone or other electronic device use. This policy applies to both incoming and outgoing cellular calls, text messaging, and other types of cellular phone or similar device use.

Employees are strictly forbidden from using their cell phones, for any reason, while on duty. This includes, but is not limited to, making or receiving phone calls, sending or receiving text messages, listening to music, watching videos, playing games, or charging devices. Cell phones and other personal electronic equipment (Ipads, ipods, mp3 players, handheld games, etc) must be left at home, in a vehicle, or out of sight with their personal belongings while on duty. None of these items may be kept on their person while on duty. The company will not be liable for the loss of personal cell phones brought into the workplace. Employees who need to make or receive personal telephone calls should do so using the store telephone in accordance with the Store Telephone Usage Policy (below).

DOUBLE QUICK FACT:

Cellular telephones may be used in emergency situations only in the event that the store telephone lines are not usable for whatever reason. Store managers are allowed to use their cell phones for business purposes only.

STORE TELEPHONE USAGE POLICY

Store telephones have been installed for business purposes. When it becomes necessary to use the telephone for personal reasons, be as brief as possible (lasting no more than 3 minutes).

Customers who are in the store should receive priority over a phone call. **UNDER NO CIRCUMSTANCES WILL AN EMPLOYEE WAIT ON A CUSTOMER WHILE TALKING ON THE PHONE.** Do not continue any telephone conversation while a guest is waiting for service. Do not hold the phone to your ear, or on your shoulder while serving a customer. If a customer needs assistance while the employee is on the phone, the employee should ask the caller to hold. Put the phone down and assist the customer in the store.

SMOKING

- Employee smoking IS NOT permitted inside the store/restaurant location at any time.
- Employees may step outside the front door to smoke IF THERE ARE NO CUSTOMERS inside the store. Employees in locations with back doors ARE NOT TO OPEN THE BACK DOOR to step outside and smoke.
- If a customer approaches the front door, the employee must extinguish their cigarette and follow the customer inside the store.
- At no time, are the employees permitted to smoke blunt cigars or pipes.
- Tobacco products belonging to team members should never be exposed at any time while inside the store.
- Failure to follow the smoking policy will result in discipline up to and including termination.

PERSONAL MUSICAL DEVICES

DOUBLE QUICK employees MAY NOT BRING TO THE STORE, NOR OPERATE IN THE STORE, any type of radio, boom box, or music players; such as CD Players, IPODS, WALKMAN units, wireless technology devices, etc. Unless the store location receives music from a company-owned receiver, no music of any kind is to be played in the store location.

Under no circumstances will employees have any personal music/sound producing equipment attached to their clothing, secured inside their clothing or around their work area inside the store. Head phones, ear buds, wireless technology devices, etc. are not permitted inside the store. Doing so is grounds for immediate termination. Under no circumstances will employees attempt to place personal CDs into company-owned computer equipment. Doing so is grounds for immediate termination.

Under no circumstances are employees allowed to plug their personal devices into Company equipment.

- 1.) DOUBLE QUICK, INC. Expects one hundred percent compliance with the above stated policies.
- 2.) Music/Sound generating devices are not to be worn on belts, other type clips or secured to employee's uniform in any way.
- 3.) Management reserves the right to confiscate any music/taping/sound –generating device found inside a store. The owner may claim the device at the Corporate Office.

DISCOUNT POLICY

- All employees are always expected to pay for merchandise eaten or used. Grazing (eating/drinking merchandise without paying for it) is considered stealing and any employee found guilty will be terminated.
- All sales for employees must be rung on the cash register. The employee making the purchase must have another employee ring the transaction. Items must be rung up PRIOR to eating or consuming. All merchandise purchased by an employee, and not immediately consumed, MUST HAVE A REGISTER RECEIPT ATTACHED TO THE ITEM. Under no circumstances are employees to open, use or otherwise consume for personal use any item, merchandise or product for which they do not have a receipt.

Church's:

Employees receive a 50% discount on food purchased from the Church's menu or current promo. This is for food to be consumed while on break. NO TAKE OUT ORDERS! These are for individual meals and fountain drinks only. No discounts apply while the employee is off duty. Payment must be made at the time of order placement, or as the fountain product is received.

Church's & Double Quick Combos:

Employees receive a 50% discount on food purchased from the Church's menu or current promo. This is for food to be consumed while on break. NO TAKE OUT ORDERS! These are for individual meals and fountain drinks only. No discounts apply while the employee is off duty. Payment must be made at the time of order placement, or as the fountain product is received. Any other items in the store are to be paid for at full price.

Double Quick with Deli:

Employees receive a 50% discount on food purchased from the deli menu or current promo. This is for food to be consumed while on break. NO TAKE OUT ORDERS! These are for individual meals and fountain drinks only. No discounts apply while the employee is off duty. Payment must be made at the time of order placement, or as the fountain product is received. Any other items in the store are to be paid for at full price.

Krystal:

Employees receive a 50% discount on food purchased from the Krystal menu or current promo. This is for food to be consumed while on break. NO TAKE OUT ORDERS! These are for individual meals and fountain drinks only. No discounts apply while the employee is off duty. Payment must be made at the time of order placement, or as the fountain product is received.

Double Quick Stand Alone Units:

Employees receive a 50% discount on fountain products while on duty. Any other items in the store are to be paid for at full price. (With proper permission from management to take a break and leave the store)
Employees receive a 50% discount on food purchased from the menu or current promo at the food unit closest to your store, as listed below. This is for food to be consumed while on break. NO TAKE OUT ORDERS! These are for individual meals and fountain drinks only and can get it "to go" back to work. No discounts apply while the employee is off duty.

Quick Cash with a Church's or DQ Deli right next door:

With proper permission from management to take a break and leave the store, employees receive a 50% discount on food purchased from the menu or current promo at the food unit closest to your store, as listed below. This is for food to be consumed while on break. NO TAKE OUT ORDERS! These are for individual meals and fountain drinks only and can get it "to go" back to work. No discounts apply while the employee is off duty. Payment must be made at the time of order placement, or as the fountain product is received. Any other items in the store are to be paid for at full price. No discount applies to Double Quick Corporate Employees. Area Managers are able to receive a discount, while working in their stores.

Double Quick Fact

APPROVED TRAVEL LOCATIONS

- DQ #5 and QL #50 may go to DQ #3
- DQ #7 may go to DQ #18
- DQ #16 may go to DQ #17
- DQ #21 may go to Krystal #121
- DQ #22 may go to Church's #122
- DQ #25 may go to Church's #26
- DQ #27 may go to DQ #17
- DQ #42 may go to DQ \$ 43
- DQ #77 may go to Church's #178 or DQ 3
- DQ #78 may go to Church's #178
- DQ #79 may go to Church's #179
- DQ #81 may go to DQ #6
- DQ #85 may go to Krystal #185
- DQ #87 may go to DQ #187
- DQ #103 may go to DQ #102
- DQ #105 may go to DQ #104
- TQ #201 may go to DQ #109
- TQ #202 may go to Krystal #121
- QC #3006 may go to DQ #6
- QC #3022 may go to Church's #122
- QC #3025 may go to Church's #26
- QC #3078 may go to Church's #178
- QC #3085 may go to DQ/Church's #109
- QC #3088 may go to Church's #187
- QC #3105 may go to DQ #104

NON-STORE EMPLOYEES

Police, Sheriffs, Deputies and Highway Patrol:

Complimentary (FREE) Coffee and Fountain drinks WHILE IN UNIFORM. There are no off duty discounts. 50% discount on food purchased at CHURCH's only, individual orders only, WHILE IN UNIFORM. No off duty discounts on food. No food discounts apply at Krystal or DQ Deli stores. (THIS DOES NOT INCLUDE THE ON PREMISES SECURITY GUARDS.)

Double Quick Corporate Employees:

No discount applies to Double Quick Corporate Employees. Area Supervisors are able to receive a discount, while working in their stores.

DEPOSITING FUNDS:

Other than the small amount of cash allowed in the cash register, there are only three acceptable places for cash or deposits to be:

- Locked in the safe
- Locked in the bleed box
- In the store manager's hands (while either counting the money for deposit or taking the money directly to the bank for deposit.

DOUBLE QUICK FACT:

This policy applies to all employees, including the person designated by the store manager or supervisor to do the banking on the days that the store manager is not on duty. Any violation of this policy will result in immediate dismissal. Cash drops are to be immediately placed in the safe and never placed anywhere else. Failure to follow this policy will result in immediate termination.



CASH HANDLING

- Area Supervisors are required to perform a Cash Audit at EVERY store once a month. This should be entered into Dashboard Advantage.
- This includes auditing the SAFE - top and bottom, and ALL cash registers.
- The Cash Audit paperwork should include the completed Cash Audit Report and Drawer Audits from each register.
- Store Managers are required to audit their SAFE each day.
- The Store Manager, the Certified Assistant Manager and the Area Supervisor are the ONLY people that should have access to the keys to the SAFE. They are the ONLY people allowed to take deposits to the bank. There are NO exceptions.
- The SAFE must be kept locked at all times when not being audited or loaded.
- The day time Store Manager and/or Certified Assistant Manager is responsible for completely and correctly loading the top of the safe before dark and before they leave for the day.
- DO NOT open the bottom of the safe after dark. All change should be picked from the top of the safe.
- NO cashing of money orders after 5 p.m.
- The Store Manager and/or Certified Assistant Manager must always have possession of the SAFE keys and not visible to other people. The keys cannot be left on the safe, in the office, on the counter, etc.
- Money must NEVER be left unsecured. Store Managers/Assistant Managers/ Area Supervisors must be in the back office, door closed and locked when counting money for the daily deposits.
- Under no circumstances should any money be left exposed.
- Once the money has been counted and the deposit slip prepared, it should be placed in the bank bag and locked or sealed in the plastic deposit bag. It should then be moved IMMEDIATELY to the bank OR the safe.
- There must be 2 deposits prepared and taken to the bank each day. One deposit must be taken to the bank in the morning before the lunch crowd. The second deposit should be taken to the bank before dark and before the dinner crowd.
- If a deposit needs to be taken at night, you MUST have Area Manager approval. Once approved, a Police Escort MUST be arranged!
- **By signing this Cash Handling Policy, I certify that I have read and fully understand the Cash Handling Policy. I also understand that failure to follow this policy will result in disciplinary action up to and including termination.**

CONTRACTS OR PURCHASES

Any contract or purchases from vendors or any outside business that would obligate Double Quick, Inc. in any way must be approved by an officer of the company or by a person so designated by an officer of the company. **Any requests to enter into a contract, either written or verbal, must be channeled through the corporate office.**

CHECKS

All checks are run through the TeleCheck equipment provided. Employee checks or customer checks are not to be held in the store for deposit at a later date. Employees are not allowed to cash their personal checks at any Double Quick operation. Checks made out for purchases by a customer (including employee customers) will only be accepted for the exact amount of that purchase. **DO NOT ACCEPT CHECKS** for money order or gift card purchases. Starter Checks are never to be accepted as payment. These are the checks that are missing the account holder's name and address in the top left corner of the check.

For all transactions over \$100.00 where customers are paying with check, debit card or credit card, identification should be checked to verify that the name on the identification matches the name on the check or card.

COMPANY BUSINESS

All statements, either to the press or general public, will be released only through the corporate office or by a person designated by an officer of the Company. This would include request for information on:

- Company policies
- Employee information (past or current). Request for information on any past or current employee of Double Quick must be referred to the main office. Employee files are confidential and will not be released
- Major food/deli issues
- Legal investigations and acquisitions and mergers
- Store closing and armed robberies or break-ins
- Other confidential company information
- Gasoline Prices
- Press Releases
- Garnishments, subpoenas, etc. should be served at the corporate office and not accepted at the store

WEAPONS:

Employees of Double Quick, Inc. are not permitted to carry, conceal, maintain, or discharge any type of firearm on company property. Employees are also prohibited from possessing weapons of any sort while on Double Quick property. The above policy will not be altered by a permit to own a firearm or carry a concealed weapon. Violation of policy is grounds for dismissal.

Persons other than employees will also be prohibited from bringing any type of weapon onto Company property. The only exceptions to this policy shall be law enforcement authorities.

SOLICITATION & DISTRIBUTION:

It is the policy of the Companies to prohibit solicitation and distribution on its premises or through mail by non-employees and to permit solicitation and distribution by employees only as outlined below:

The Companies limit solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the Companies, can be detrimental to efficiency, can be annoying, and can pose a threat to security.

Persons who are not employed by the Companies are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services (except by representative of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on Company premises.

Fund raising drives by employees on behalf of charitable organizations or for employees' gifts are only allowed if authorized by senior management. Solicitation and distribution of literature with appropriate approval should not interfere with working time of either the employee making the solicitation or distribution, or the targeted employee.

The Companies maintain a bulletin board to communicate Company information to employees and to post notices required by law. An unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other Company property is prohibited.

The sale or distribution of any unauthorized merchandise or materials on Company property is strictly prohibited. The following are among those things that will be considered solicitation:

- Employees selling non-company merchandise for personal profit (an example of this is Avon or Mary Kay Cosmetics).
- Any person requesting financial or written support for a specific cause.
- Campaign posters.
- Advertising material from other businesses.
- Non-employees attempting to sell their goods to customers or employees.
- Vendors that have not been authorized by the company.
- Asking for or receiving tips or birthday cash.

ARRESTS:

The Area Managers shall have the authority to determine if a person that has reportedly committed a crime (in one of the stores for which they are responsible) will be arrested or prosecuted. Included in the list of crimes will be shoplifting, gasoline drive-offs, and other similar offenses. Legal authorities will prosecute in case of robbery, etc. If a store employee witnesses a shoplifting incident or gasoline drive-off, they should call the police, call their supervisor, and record all important facts.

The Area Manager shall review the evidence and make a decision to prosecute. If the Area Manager is unsure of the proper decision, they should contact the Vice President of Operations or the Department of Human Resources.



GASOLINE SALES:

Laws that govern the sale of gasoline exist at the federal, state, and local level, Double Quick intends to obey all of these laws. Since these laws may vary slightly from store to store, check with your supervisor as to what laws affect the store you are working. The following are some of the laws that affect all stores:

- Gasoline can only be dispensed into approved containers such as gas cans (that are clearly marked for this specific use). Gasoline may not be put into non-approved containers (such as milk jug, glass jars, or plastic bottles).
- Customers must turn off their engines while pumping gasoline.
- Smoking is not allowed at or near the gasoline pump. If you observe someone smoking, politely ask the person to stop (by using the intercom). If they do not comply completely, shut off all pumps immediately. Turn pumps back on only when it is safe to do so.
- Cell phones are not permitted while pumping gas.
- All employees must check the parking area daily for minor oil or gasoline spills. Oil absorbent material must be applied on all minor spills when they occur. More serious spills (5 gallons or more) must be reported immediately to the Manager and Area Manager. Spills greater than 25 gallons must be reported to the fire department, Area Manager, and Vice President of Operations.
- All employees must be UST Certified during the initial training period before operating a register.



ALCOHOL & TOBACCO SALE POLICIES:

- Each employee of DOUBLE QUICK has a moral, ethical and legal responsibility to refuse to sell alcohol products to anyone under the age of 21 and tobacco products to anyone under the age of 18. **This is the law.** DOUBLE QUICK requires all employees to check for proof of age for any customer under the age of 40 who is attempting to purchase alcohol and/or tobacco products.
- **VERIFY THE CUSTOMER'S AGE BEFORE SELLING ALCOHOL and/or TOBACCO PRODUCTS.**
- You are to card anyone under the age of 40
- "We Card" signs are to be at every store location
- The store manager will remind employees daily of the need to properly check ID
- The cash register is programmed to check dates of birth and must be used. Birth dates must be entered into the system, when prompted for all customers under the age of 40
- There is software in place, where the Driver's License can be scanned using the bar code scanner. This will detect whether the customer is old enough to make the purchase. NOTE: The card MUST still be checked to make sure the photo on the card matches the customer and checked to make sure the card has not expired. If the driver's license does not have a bar code to scan, simply enter the date of birth manually. **DO NOT REFUSE THE SALE.**
- **VERIFY THE IDENTITY OF THE CUSTOMER**
- The person attempting to make the purchase must be the person shown on the card. The card cannot be expired. If the card is expired, the sale must be refused.
- When reviewing an ID card, always do the following: verify that the photo is of the customer presenting the ID, the ID is not expired, verify that the issuing agency of the ID is acceptable, and verify that the ID has not been altered and is not fake.
- If a customer is unable to produce a valid photo ID, you must refuse the sale. They cannot purchase the product and then bring the ID back at a later time.
- For

A valid form of identification consists of one of the following:

- State Issued Driver's License
- State Issued Identification Card
- Military Identification
- U.S Passport
- U.S. Immigration Card
- State Liquor License

The identification card must contain the following:

- Date of birth
- Photo
- Description
- Expiration date
- Agency that issued the card

Restricted items for minors (refusing the sale):

- Beer/Wine/Wine Coolers
- Cigarettes/Cigars
- Chewing tobacco
- Snuff
- Pipe tobacco
- Cigarette papers
- Blunt Wraps
- Hookah
- SNUS (smokeless tobacco)
- Non Tobacco Chew (Herbal dip)
- Electronic Cigarettes
- Vapors
- Alternative Nicotine Products

TOBACCO & ALCOHOL REGULATIONS:

- It is illegal for a minor to purchase alcohol and/or tobacco for anyone for any reason.
- A minor may not purchase these products for a parent.
- It is illegal for an adult to purchase these products for a minor.
- Never sell these products to an adult if you have reason to believe they are going to give them to someone under the age.
- Alcohol may not be opened or consumed on the store premises.
- You may not sell alcohol to someone who is intoxicated.
- In Mississippi, you must be at least 18 years of age to SELL alcohol and have someone at least 21 working in the store with you.
- In Arkansas, you must be at least 21 years of age to SELL alcohol.
- No alcohol is to be taken out of the store on Sunday, unless sales are legal.

DOUBLE QUICK FACT:

Alcohol Sale Regulations are different from store to store. Please make sure you check with your manager to know what hours you are able to sale alcohol.



LEGAL ALCOHOL REGULATIONS

- **ARKANSAS** - Monday through Friday 7 am to 1 am, Saturday 7 am to midnight
 - **Chicot, Phillips and Lee Counties** - NO BEER SALES ON ANY SUNDAY OR CHRISTMAS DAY
- **BELZONI** - Monday through Saturday 7 am to midnight
 - Humphreys County - Sunday noon to midnight
- **CLARKSDALE** - Sunday through Saturday 7 am to 2 am
- **CLEVELAND** - Sunday through Saturday 7 am to 2 am
- **DURANT** - Sunday through Saturday 7 am to midnight
- **GREENVILLE** - Sunday through Saturday 7 am to 2 am
- **GREENWOOD** - Sunday through Saturday 7 am to midnight
- **GRENADA** - Sunday through Saturday 7 am to 1 am
- **HOLLANDALE** - Sunday through Saturday 7 am to midnight
- **INDIANOLA** - Monday through Saturday 7 am to 2 am, Sunday noon to 2 am
 - **Sunflower County** - Liquor Store - Monday through Saturday 10 am to 10 pm, closed every Sunday and Christmas Day
- **ISOLA** - Monday through Saturday 7 am to midnight
 - **Humphreys County** - Sunday noon to midnight
- **ITTA BENA** - Sunday through Thursday 7 am to 10 pm
 - **Leflore County** - Friday and Saturday 7 am to midnight
- **LELAND** - Sunday through Thursday 7 am to midnight
 - **Washington County** - Friday and Saturday 7 am to 2 am
- **LEXINGTON** - Sunday through Saturday 7 am to 10 pm
- **MOORHEAD** - Monday through Saturday 7 am to 2 am
 - **Sunflower County** - Sunday noon to 2 am
- **OXFORD** - Monday through Saturday 7 am to midnight
 - **Lafayette County** - Sunday 11 am to 9 pm
- **RISING SUN / SIDON** - Sunday through Saturday 7 am to midnight
- **ROLLING FORK** - Monday through Saturday 7 am to midnight
 - **Sharkey County** - Sunday noon to midnight
- **ROSEDALE** - Sunday through Saturday 7 am to 1 am
- **RULEVILLE** - Sunday through Saturday 7 am to midnight
- **SHELBY** - Sunday through Saturday 7 am to 1 am
- **TUTWILER** - Sunday through Saturday 7 am to 2 am
- **YAZOO CITY** - Sunday through Saturday 7 am to midnight

OPEN DOOR POLICY:

Any employee with an employment-related question or problem is to go to their immediate supervisor for guidance and direction. At the location level, the store manager has the responsibility for overall management of the store location.

- 1.) If an employee is not satisfied with the guidance and direction provided by the store manager, the employee should contact their Area Manager.
- 2.) If the employee is still not satisfied after discussion with the Area Manager, the employee should contact the Vice President of Operations.
- 3.) An employee who has exhausted all efforts with their immediate supervisor, area manager, and Vice President of Operations and still has not received satisfaction should contact Department of Human Resources at 662-884-5076.
4. In the event an employee is aware of any situation involving the integrity of another employee, is being asked to work off the clock, or is the target of sexual harassment, the employee should immediately contact the Vice President of Operations and Human Resources at 662-884-5076. Confidentiality will be maintained in such situations.

DOUBLE QUICK FACT:

Store Managers or Area Managers are responsible for communicating the OPEN DOOR POLICY to the employees under their supervision and for assuring that all employees have a clear understanding of the purpose and use of the OPEN DOOR POLICY.

HARASSMENT:

It is the policy of Double Quick, Inc. to provide a working environment for its employees, which is free from all forms of intimidation, harassment, and discrimination, including sexual harassment. Harassment, in any form, will not be tolerated. Appendix A details Double Quick's Harassment Policy.

MONEY ORDER SALES:

- All employees are to comply with the Anti-Money Order Laundering compliance program.

SAFETY:

- Security systems such as audio/video recorders and holdup alarms are in all operations.
- Safety gloves, goggles, and apron, must be worn when filtering the stoves.
- First aid kits are required at all stores and should be properly stocked at all times.
- If you are injured on the job or a customer is injured at the store, report it to your manager immediately. Accidents must also be reported to the corporate office immediately, for an emergency and within a 24 hour period for a non-emergency.
- **Double Quick will aggressively prosecute worker's compensation fraud.**

ROBBERIES:

The best way to handle a robbery is to deter it. You can help deter robberies if you:

- Keep the money in the registers to an absolute minimum by making frequent drops into the safe.
- Greet every customer as they enter the store.
- Report a suspicious person to the police.
- Give each customer their receipt. Receipts left on the register falsely indicate that the register is full.
- If a robbery does occur, cooperate with the robber's demands, and when safe to do so, lock the doors, call the police, and call your immediate supervisor. Remember the things that you will learn when you go through robbery deterrence training.

Appendix A

Sexual harassment is a form of misconduct that undermines the basic integrity of the employment relationship. No employee, whether male or female, should be subject to unsolicited and unwelcome sexual overtures of conduct, either verbal or physical. Such misconduct will not be tolerated by this Company, either by its employees or by others, such as employees of vendors or outside contractors.

What is sexual harassment? It does not include occasional compliments of a socially acceptable nature, or innocuous social invitations. Sexual harassment begins with behavior that is not welcome, that is personally offensive, and that is directed against an employee because of his or her sex. If an employee is subjected to such behavior, and if his or her employment is in some way conditioned upon submitting that behavior, or his or her working environment becomes so intolerable that it interferes with his or her job performance, then that employee is most likely a victim of sexual harassment. While isolated incidents of unwelcome behavior are not generally considered to rise to the level of sexual harassment, the company does not condone offensive or unwelcome behavior of any kind or duration, and will take any action it deems appropriate to eliminate reoccurrences of such behavior that are brought to its attention.

The Company does not, and will not, tolerate sexual harassment of its employees. Specifically, no person shall subject an employee to unwelcome sexual advances or intimidating or harassing behavior, or condition an individual's employment or continued employment on submitting to such advances or behavior. Refusal to submit to sexual advances or harassing behavior may not be used as a basis for any decision adversely affecting an employee's employment with the Company, including performance evaluation, wages, advancement, assigned duties, shifts, career development, or any other terms, conditions, or benefits of employment, nor may such effect be threatened or implied.

Likewise, no person shall confer, or promise or imply to confer, employment opportunities or benefits upon an employee in return for submitting to sexual advances or intimidating or harassing behavior. Moreover, no person shall coerce or abuse an employee, or otherwise engage in behavior which creates an intimidating, hostile, or offensive working environment.

The company will take immediate corrective action against any person, including a non-employee, who is found to have engaged in the above behavior, and imposing disciplinary measures, up to and including termination of employees.

Because of the seriousness with which the Company views sexual harassment, and because of the severity of the penalties which may be imposed on offenders, false accusation will not be tolerated. However, this statement is not intended to discourage employees from coming forward with any complaints. The Company recognizes and expects that some claims may be difficult to prove or support, or may not in fact be found to rise to the level of seriousness deemed necessary to constitute sexual harassment. These are not the types of claims which are considered to be false accusations. Rather, anyone found to have purposefully and intentionally brought allegations which he or she knows to be untrue will be deemed to have made false accusations, and will be subject to immediate disciplinary action, up to and including termination.

Each manager and supervisor has a responsibility to maintain a workplace free of sexual harassment. This duty includes discussing this policy with all supervised employees and assuring them that they will not have to endure insulting, degrading, or exploitative sexual treatment or intimidating or harassing behavior. It also includes identifying offensive behavior in violation of this policy and bringing it to the attention of the President of the Company or another senior manager. In some cases, it will also be appropriate for employees to seek assistance from their supervisors, and in some instances; it is the supervisor's responsibility to deal with an employee's concerns in a manner consistent with the procedures set forth in the next section.

PROCEDURE:

Any employee who believes that he or she has been the subject of sexual harassment should report the alleged charge immediately in accordance with the following procedure. All information disclosed pursuant to this procedure will be held in strictest confidence, and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter.

1.) Any employees who have concerns, grievances, or complaints about harassment in the workplace should report it directly to his or her immediate supervisor, unless the supervisor is involved, in which case the employee is to report his or her concerns to the Director of Human Resources at 662-884-5076 or the Vice President of Operations at 662-884-5040.

2.) The Company will promptly initiate a thorough administrative investigation of the complaint. The employees reporting the matter will be requested to give a statement about what was done, where it occurred, and what behavior the employee believes to have been inappropriate. The alleged harasser will similarly be requested to give a statement. Also the company will request that the complainant give the names of any other individuals who the employee believes may have knowledge concerning the incident or similar incidents. If the Company believes that these potential witnesses will be helpful in resolving the matter, the Company will conduct interviews of those individuals for corroboration of the matters described by the complainant. Any employee with knowledge of the allegations will be encouraged to participate fully and truthfully in the administrative investigation.

3.) The investigation of complaint will not be handled solely by one person, but will be conducted by at least two individuals at all times. It is important that the complaint be investigated by top management, or its outside independent representatives, and that all information be kept confidential. The investigation will be handled in a professional manner that protects the identity of both the person bringing the charge, potential witnesses, and the person accused of improper behavior.

4.) If it is determined after the investigation that sexual harassment has in fact taken place, appropriate corrective action will be taken against the person or persons responsible. Depending on the findings of the investigation, the corrective action could range from counseling of the employee to disciplinary actions, up to and including termination. If the investigation reveals that someone outside of the Company's employment has engaged in sexual harassment of a company employee, the company will take appropriate actions against such individuals or companies employing such individuals.

PURPOSE OF HANDBOOK:

This handbook is intended to be a description of the policies and benefits of DOUBLE QUICK, INC. It replaces any and all previously published handbooks. Every effort has been made to make information as accurate and complete as possible. DOUBLE QUICK, INC., reserves the right to amend its procedures, benefits, etc. at any time.

DOUBLE QUICK, INC. has an “Employment-at-will” policy. This policy handbook is not intended to be contractual in nature and does not in any way serve as a contract agreement between you and DOUBLE QUICK, INC. You have the right to terminate your employment at any time for any reason and DOUBLE QUICK, INC. retains a similar right. No employee, manager, supervisor, or other company official has the authority to enter into any agreement with you for employment for any specified period of time or make any agreement contrary to these provisions.

Because of the general business atmosphere of DOUBLE QUICK, INC. and economic conditions are always changing, DOUBLE QUICK, INC., at its option may revise, delete, suspend, or discontinue any parts of the policies in this Handbook at any time without prior notice and may, as it deems appropriate, do so at its sole and absolute discretion. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on employees and DOUBLE QUICK, INC. No one other than DOUBLE QUICK, INC.’s Executive Management may alter or modify any of the policies in this handbook.

No statement or promise by a supervisor, manager, or department leader may be interpreted as a change in policy nor will it constitute an agreement with an employee. Should any provision in this Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Handbook, but only the subject provision. This Handbook does not constitute, nor is it to be construed as an employment contract. Employment at DOUBLE QUICK, INC. is “at-will” and nothing in this handbook alters, modifies, or eliminates the “at-will” employment relationship between employees and DOUBLE QUICK, INC.

Personnel Issues?

For any questions or concerns regarding personnel issues, please do not hesitate to contact the team members below.

Rick Beuning

Vice-President of Food Service
Office Phone Number: 662-884-5064
Email Address: rbeuning@doublequick.com

Tom Jennings

Vice-President of Operations
Office Phone Number: 662-884-5040
Email Address: tjennings@doublequick.com

Kyle P. Mitchell

Director of Human Resources
Office Phone Number: 662-884-5076
Email Address: kmitchell@doublequick.com

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