

HABANERO'S CELL PHONE USAGE POLICY

1. **No visible phones** - Phones must be left in bags, lockers or vehicles during a shift. Cell phones can never be used in any area of the restaurant that is visible to customers, this includes Front of House, Main Dining Areas, Bar, Kitchen, Passageways, Toilets.
2. **Permitted usage on breaks** - Cell phones can be retrieved for checking only when on an official break. This usage **MUST** be done out of sight of customers. This may be outside the rear entrance, in the office or break room. Cell phones must be put back in place before coming back to resume work.
3. **Exceptions** - The only members of staff that are permitted to use cell phones during their shift are the **Head Chef and Manager** if needing to make/receive calls or texts in the line of their daily duties such as ordering stock or speaking to the Owner. Albeit this communication must take place **OUT OF SIGHT** of all customers, this can be in the kitchen, office area or outside of the back entrance.
4. **Violations** - the first step will be retention of your phone. Step 2 will be a written warning. Step 3 is termination of employment.

I, the undersigned (EMPLOYEE NAME) _____, have read, agreed to, and understand the consequences of violating this Cell Phone Usage Policy.

Employee Signature: _____

Witnessed by Manager / Head Chef (NAME) _____

Manager / Head Chef Signature: _____

Date: _____