



Employee Handbook

**Your guide to becoming a member of the best
Steakhouse around**

Facts:

- **Western Sizzlin was started in 1962.**
- **There are almost 300 Western Sizzlin Restaurants open in 23 states.**
- **Western Sizzlin is home of the FlameKist® Steak.**

Welcome To Our Team

President

G. Thomas Cliett

Vice President

Ron Wilder

Controller

Dan Howell

Administration

Tracy Tharrington

What is expected of you? The new Employee

- A. **Smile-** Put on your work face
- B. **A Clean and neat appearance-** Clean hair, finger nails, and good personal hygiene.
- C. **Full Uniform-** Employees must wear their complete uniform in order to work.
- D. **Positive Attitude-** Leave all personal problems outside.
- E. **Energetic-** Productive employees are happy Western Sizzlin employees.
- F. **Be Willing To Learn And Try New Things-** Cross training in many different areas, will insure your future.
- G. **Follow All Rules And Regulations**

Rules and Regulations

In order that any organization functions with any degree of consistency, there must be rules and regulations. These rules and regulations are to be followed and obeyed by all employees. If you should ever have any question or doubt what you should do in any situation, check with the manager on duty for clarification.

- 1. You must report for work ready for work in the prescribed Western Sizzlin uniform, with no visible body piercing except the ladies may have pierced earrings.**
- 2. You are to report for duty no more than (15) minutes before your schedule indicates.**
- 3. Each individual employee will clock himself in for duty. Under no circumstances shall an employee handle another employee's time card for the purpose of clocking that employee in or out.**
- 4. There is no situation in any position of employment where profanity is necessary. Refrain from using it while at work. Individuals found to be abusing this policy could face temporary or permanent dismissal.**

- 5. Except in cases of emergency you are not to receive or make telephone calls while on duty. Vibrating pagers are acceptable but cell phones shall not be used while on duty.**
- 6. After five hours on duty, you are entitled to a break period.**
- 7. All employees must use an employee meal ticket while working; only wait staff may pay for any meals. Tea, water, and coffee is free, everything else must be listed on a meal ticket.**
- 8. Employees are to take their break in the designated areas. On duty employees are not to have non-employees or off duty employees meet them at break time.**
- 9. At any time on off duty employee comes into the restaurant, that person is to be treated as a regular customer. That person is not to use employee meal tickets while off duty. Employee may not use employee meal tickets for carry out orders.**
- 10. Under no circumstances may an employee bring an alcoholic beverage onto Western Sizzlin Steak House Properties. Violation of this policy will constitute immediate dismissal.**
- 11. Absenteeism will not be tolerated. If you are out sick, you are required to present the manager with a doctor's certificate upon returning to work. You are also required to attempt to find a suitable replacement.**

- 12. If an employee is to be absent from work, that employee should give the manager reasonable notification. Failure not to notify will be grounds for permanent dismissal. REMEMBER-IF YOU FAIL TO REPORT TO WORK, SOMEONE HAS TO DO YOUR JOB! YOU REPLACE YOURSELF.**
- 13. No employee will be allowed to smoke except on their specified break period. No employee is allowed to smoke in the dining room.**
- 14. You will receive pay on a weekly basis. Pay day is every Thursday. Your Western Sizzlin Steak House is on a computer for pay purposes. There are no provisions for advance pay or company loans. Please don't ask.**
- 15. You are to always follow good personal hygiene policies. Report for work clean and fresh.**
- 16. You are not to chew gum while on duty.**
- 17. In order to control food cost, any employee eating a meal without a meal ticket will be charged for the meal and may be terminated at management discretion.**

**Thank you,
The Western Sizzlin Team**