



This document serves to outline honeygrow’s tip pooling practices and accept participation authorization.

Employees in the following job classes are eligible to participate in tip pooling arrangements under this policy: Team Member, Training Captain.

In accordance with the federal Fair Labor Standards Act and the Massachusetts Tip Act, employees in the following job classes are *not* eligible to receive a share in the tip pool: District Manager, General Manager, Assistant General Manager, Kitchen Manager, Service Manager, or any honeygrow corporate-titled employee.

Under no circumstances will CASH TIPS be accepted by any employee of honeygrow.

Tips will be distributed as follows:

- Each TM & TC will earn 1 point for every hour worked each day.
- Tips will be allocated evenly according to daily point accumulation within each individual restaurant location.

Each eligible employee will receive a copy of this document and will acknowledge via signature that he or she has received and read the policy. New hire onboarding will afford eligible employees the opportunity to obtain this authorization form if they wish to participate. Only employees who contribute to a tip pool arrangement will be considered participants.

It is the company’s practice to comply with federal and state tax laws requiring all tips/gratuities to be reported. Each pay cycle, Payroll is required to verify that the tips used in paying an employee in a week equal or exceed federal and/or state requirements for the week. If any provision of this policy conflicts with either federal or state law, employees will be paid in accordance with the most generous law applicable. This policy is subject to change in accordance with future updates to federal and/or state tip legislation.



By signing below, I acknowledge that I have read and understood the tip pooling guidelines. Unless the box below has been checked, this signature also shows my voluntary participation in honeygrow's tip pooling arrangement.

Employee Name (Printed)

Employee Signature

Date

If you do NOT want to participate in honeygrow's tip pooling arrangement, you may opt out by checking here.

TIP POOLING POLICY (massachusetts) CONT' D