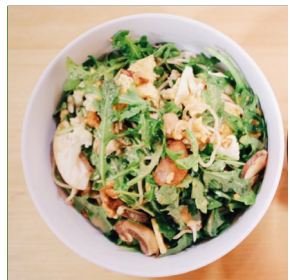




honeygrow®

TEAM MEMBER HANDBOOK



YOU SHOULD BE PROUD. Everything we do, from our design to our execution, is performed with the intention of consistently exceeding the expectations of our guests. This is what we truly strive for: to be 100%, 100% of the time. It's what brings us here today.

While at honeygrow, use this time to enlighten yourself, to learn more, and to improve. Unlike most companies, our training program is extraordinarily thorough and in many ways similar to culinary school. We will teach you the basics of fine dining: speed, accuracy, hospitality, cleanliness, and creating a superior product - we call this the honeygrow engine.

When you successfully complete our training program and are certified in the various stations of the restaurant, you gain the critical kitchen skills needed to be a part of not only a fast-casual concept, but any fine-dining restaurant. You will be cooking food, reading tickets, and ensuring an amazing experience for our guests - skill sets commonly seen at the best restaurants around the world. Not many companies care about the details as much as we do.

This is the kind of work that you should be proud of - your work truly is bettering the lives and happiness of our guests. This is the kind of work that you can never compromise on. Let other concepts do the status quo. We're about being 20 steps ahead of the game, and we're committed to helping you do this. We're committed to seeing you succeed.

honeygrow opened its first restaurant on June 8th, 2012 in Philadelphia PA. Today, we're in the process of building something truly special, yet without dedicated staff, there will be nothing. We look forward to having you be a part of our story. I hope that this is not only a job, but something that helps you grow professionally and personally.

As you work with us, grow with us. We look forward to making that happen.

Best Regards,

A handwritten signature in black ink, consisting of a stylized initial 'J' followed by a long horizontal line that tapers to the right.

Justin Rosenberg
Founder + CEO

CONTENTS

OUR MISSION	1
CONGRATULATIONS	2
ABOUT THIS HANDBOOK	3
HIRING	4
NON-DISCRIMINATION	4
NON-HARASSMENT	4
SEXUAL HARASSMENT	4
PREGNANCY ACCOMMODATIONS.....	6
OPEN DOOR POLICY	6
RELATIONSHIPS IN THE WORKPLACE	7
WORKERS' COMPENSATION, ACCOMMODATION + LIGHT DUTY.....	7
INTRODUCTORY PERIOD	8
EVALUATIONS.....	9
WORKING HOURS	9
ATTENDANCE	11
PAYMENT PROCEDURES	12
BENEFITS	12
LEAVE FOR RELIGIOUS OBLIGATIONS	15
FAMILY + MEDICAL LEAVE.....	15
WORKERS' COMPENSATION	20
BENEFITS	20
TEAM MEMBER MEALS.....	21
RULES + REGULATIONS.....	22
SMOKING, DRUGS + ALCOHOL.....	24
PARKING	26
ACCESS TO THE BUILDING.....	26
COMPUTER USAGE POLICY	26
REMOTE WORK	28
ELECTRONIC MAIL POLICY	29
TEAM MEMBER USE OF SOCIAL MEDIA.....	31
USE OF PERSONAL CELL PHONES + ELECTRONIC DEVICES	33
PERSONAL PROPERTY	33

GUEST SERVICE 33

SAFETY..... 34

SANITATION 35

DRESS CODE..... 36

ACCIDENTS + EMERGENCY SITUATIONS..... 37

TRADE SECRETS..... 38

SOLICITATION 38

RESIGNATIONS..... 39

EMPLOYMENT VERIFICATIONS..... 39

OUR MISSION

honeygrow's mission is to build long-term relationships with our team members and guests by exceeding expectations and rejecting the status quo.

We do this through superior quality food and beverages, incredibly engaging guest service, sales growth, cost controls and treating our team members like family. We believe that our team members are our most important resource. Our success depends upon creating and retaining a staff capable of delivering an exceptional dining experience to every guest, every time.

OUR WAY OF DOING BUSINESS

honeygrow's success depends on our people. Our restaurants can only prosper and provide opportunities for employment and growth when we continually improve ourselves, and the work we do.

Sales, guest counts, and numbers do not solely measure success. We believe that a commitment to uncompromising values and integrity should always support our decisions and actions as we pursue our goals. The following core values will guide our team as we move forward:

Work hard at work worth doing.

Your work directly betters people's lives and happiness.

Enlighten each other to enlighten our guests.

Always be learning, always be improving.

Be mindful of your surroundings.

Exceed expectations.

CONGRATULATIONS

This handbook is designed to familiarize you with honeygrow and its subsidiaries (“Company”). We want you to understand how we do business and how important you and every team member are in helping us take care of our guests, while making this a fun and rewarding place to work.

The policies stated in this handbook may change from time to time. We’ve summarized information in an easy to understand manner that we hope will be helpful to you. If we make any changes to this handbook, we will let you know.

This handbook is an informational guide. It is not a contract and does not guarantee your employment for any specific time. Your employment with honeygrow is “at-will,” meaning that either you or honeygrow may terminate your employment at any time, for any reason, with or without cause or notice, except as otherwise provided by law. This at-will relationship cannot be altered unless expressed in writing, with the understanding specifically set forth and signed by honeygrow.

We wish you the best of luck in your position and hope that your employment with honeygrow will be a very enjoyable and rewarding experience.

EMPLOYMENT POLICIES

ABOUT THIS HANDBOOK

Nothing in this handbook or any other policy of or agreement with honeygrow is intended to or will be enforced to prohibit, restrict or otherwise interfere with an individual's right to file a charge or complaint with the Securities and Exchange Commission ("SEC"), the Financial Industry Regulatory Authority ("FINRA"), or any other securities regulatory agency or self-regulatory authority, or the Equal Employment Opportunity Commission ("EEOC"), the National Labor Relations Board ("NLRB"), the Occupational Safety and Health Administration ("OSHA"), or any other federal, state, or local governmental agency or commission (collectively, "Government Agencies"). Similarly, nothing in this handbook or any other policy of or agreement with honeygrow is intended to or will be enforced to limit a team member's (or former team member's) ability to communicate with any Government Agency or otherwise participate in any investigation or proceeding that may be conducted by any Government Agency, without notice to honeygrow. Neither this handbook nor any other policy of or agreement with honeygrow is intended to or will be enforced to limit a team member's (or former team member's) right to receive an award for information from a Government Agency provided to any Government Agency.

Nothing in this handbook or any other policy of or agreement with honeygrow is intended to or will be enforced to prohibit, restrict, or impede a team member (or former team member) from discussing the terms and conditions of their employment with co-workers or union representatives or otherwise exercising protected rights under Section 7 of the National Labor Relations Act ("NLRA").

honeygrow reserves the right to interpret and administer the provisions of this handbook in its sole and absolute discretion as needed. Moreover, honeygrow intends to comply with all applicable federal, state, and local laws. If any provision in this handbook is inconsistent with such a law, the applicable law shall govern. To the extent federal, state, or local law provides team members with benefits beyond those spelled out in this handbook, that law controls.

EMPLOYMENT POLICIES

HIRING

It is honeygrow's policy to hire only those who are lawfully authorized to work in this country. As required by law, team members will be required to provide original documents that establish this authorization within three (3) days of their date of hire. If the documents are not provided within the three (3) day period, we have no choice, under the law, but to terminate the team member until the appropriate documents are provided. Team members and employers are both required to complete a form furnished by the Department of Labor, form I-9. In Section 1 of form I-9, the information provided by the team member must be valid and authentic. If at any time during an employee's employment, it is discovered that any document used was invalid or not authentic, we will immediately terminate the employee.

NON-DISCRIMINATION

honeygrow is an equal opportunity employer. This policy applies to all areas of employment, including recruitment, hiring, training, compensation, benefits, promotion, transfer, termination, layoff, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. We will not tolerate discrimination based on race, color, gender identity or expression, pregnancy, age, national origin (ancestry), religion (creed), marital status, veteran status, genetic information, sexual orientation, disability, or any other class protected by applicable law. Employment decisions, such as hiring, promotion, compensation, training, and discipline will be made only for legitimate business reasons based upon qualifications and other nondiscriminatory factors.

NON-HARASSMENT

honeygrow is committed to providing a work environment free of harassment and discrimination. It is honeygrow's policy to treat all personnel with dignity and respect, and to make personnel decisions without regard to race, color, gender, age, national origin (ancestry), religion (creed), marital status, sexual orientation, disability, or any other class protected by applicable law. This policy applies to all persons involved in honeygrow operations and affairs and prohibits unlawful harassment or discrimination by any employee, independent contractor, vendor, visitor, or guest of honeygrow. Unlawful harassment is prohibited at both workplace and at employer-sponsored events.

If you suspect or witness any violation of honeygrow's non-harassment policy, you are obliged to contact your direct supervisor or Human Resources immediately. Any team members, including management, involved in discriminatory practices will be subject to disciplinary action up to and including termination.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. All of our team members have a right to be free from sexual harassment. honeygrow will not tolerate actions, words, jokes, or comments that a reasonable person would regard as sexually harassing or coercive.

EMPLOYMENT POLICIES

Definition of Sexual Harassment

Sexual harassment encompasses any sexual attention, from any gender, that is unwanted and is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission is made an express or implied term or condition of employment or status in a class, program, or activity.
- Submission to or rejection of the behavior is used to make an employment decision (such as hiring, promotion or preferential treatment).
- The conduct has the purpose or effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive environment for work or learning, including harassment in the workplace from an outside party, such as a vendor.

Sexual harassment may take many forms, for example, but not limited to:

- Physical assault
- Direct or implied threats that submission to sexual advances will be a condition of employment, work schedule, promotion, job assignments, evaluation, wages, or any other condition of employment
- Direct propositions of a sexual nature or repeated unwelcome flirtations
- Comments of a sexual nature
- Sexually explicit statements, questions, jokes, or anecdotes
- Unnecessary touching, patting, hugging, or brushing against a person's body
- Remarks of a sexual nature about a person's clothing, body, sexual activity, or previous sexual experience

Team members need to be concerned not only with the intent of their actions of this kind but also the effects; while sexual harassment often involves repeated, unwanted sexual attention, persons involved in isolated or inadvertent incidents demonstrate insensitivity toward others and that type of behavior should be avoided.

Reporting Harassment or Discrimination

Team members who believe they have been subjected to harassment or discrimination should immediately bring their concerns to the attention of their supervisor, the Human Resources department (hr@honeygrow.com) or their General Manager. If your concern relates to your supervisor or General Manager, you should contact the Human Resources Department and your District Manager. Your report will be kept as confidential as possible. A prompt and thorough

EMPLOYMENT POLICIES

investigation will be made. If a claim is substantiated, the Company will take immediate and appropriate action, including discipline and possible termination of the offender.

Assurance of No Retaliation honeygrow will not tolerate retaliation against any team member or group of team members for reporting harassment or discrimination or participating in an investigation. If you feel that you have experienced or witnessed any retaliatory acts by any honeygrow team member, supervisor, or anyone else, please immediately notify your supervisor, the Human Resources Department (hr@honeygrow.com) or your General Manager. As with complaints of harassment or discrimination, honeygrow will investigate complaints of retaliation promptly and will take appropriate remedial action. Failure to participate fully and truthfully in the investigation also can result in disciplinary action up to and including termination.

PREGNANCY ACCOMMODATIONS

honeygrow will provide reasonable accommodations to team members who have impairments related to their pregnancies that qualify as disabilities under the Americans with Disabilities Act, so long as such accommodations do not cause undue hardship to honeygrow. Such reasonable accommodations may include bathroom breaks, breaks to facilitate increased water intake, periodic rest, etc. Please advise the HR department if you would like to request one or more accommodations in accordance with this policy. No team member will be discriminated against or penalized for requesting or taking an accommodation pursuant to this policy.

honeygrow will accommodate team members who need to express breast milk for a nursing child during working hours by providing a reasonable amount of break time to be used for this purpose for up to one year after the child's birth.

OPEN DOOR POLICY

At honeygrow, we are committed to establishing and maintaining open lines of communication. You are encouraged to express your ideas, comments and concerns to your Manager or any other management person. All team members are encouraged to treat fellow co-workers with fairness, dignity, and respect. Each team member is expected to work in a cooperative manner with management, coworkers, guests, and vendors. We feel that each team member has the right to express his or her views of honeygrow's policies and practices to management in a professional manner. Complaints or concerns about honeygrow co-workers, products, or guests should be made in a private area away from guests.

Team members are encouraged to put concerns in writing. Team members may be assured that confidential matters will be handled with the highest degree of sensitivity, though absolute

EMPLOYMENT POLICIES

confidentiality may not be guaranteed depending upon the issue and those Managers who must be included when reaching a decision.

Should you wish to discuss the issue with someone other than your Manager, you may:

- Request a meeting with the next level of Management
- Speak with the Human Resources Department
- Email hr@honeygrow.com
- The corporate headquarters is located at 1429 Walnut Street, 9th floor, Philadelphia, PA 19102

RELATIONSHIPS IN THE WORKPLACE

No person shall be employed by, transferred to or promoted into a department or area where a supervisory relationship would exist between family members, domestic partners, members of the same household, significant others and/or similar personal relationships. Team members should neither initiate nor participate, directly or indirectly, in employment actions involving family members, domestic partners, significant others and/or similar personal relationships.

honeygrow recognizes that romantic or sexual relationships may occur in a work environment; however, such relationships between team members where one individual has influence or control over the other's conditions of employment are inappropriate. These relationships, even if consensual, can raise serious concerns about the validity of the consent, conflicts of interest and favoritism, and may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, the supervisor must immediately disclose such relationship to Human Resources. The failure to disclose a relationship between a team member and a supervisory team member will result in a discipline to the supervisory team member, up to and including separation from employment. Even where there is no supervisory relationship, team members who engage in personal relationships should be aware of their professional responsibilities and will be responsible for assuring that the relationship does not raise concerns about favoritism, bias, ethics, or a conflict of interest. These relationships must be disclosed to your direct supervisor.

WORKERS' COMPENSATION, ACCOMMODATION + LIGHT DUTY

honeygrow is dedicated to allowing team members who have serious medical conditions or disabilities to continue to work to the extent that they are physically and mentally able to perform the essential functions of their jobs without undue risk to their own health or the health of other team members or individuals. honeygrow will provide reasonable accommodations to such team member as appropriate under the Americans with Disabilities Act (ADA). A team member who is diagnosed with having a serious medical condition or disability and who wants an accommodation should inform his or her General Manager or the Human Resources Department as soon as possible. Pertinent medical information will be needed to make decisions regarding the team member's ability to continue working or to return to work.

EMPLOYMENT POLICIES

honeygrow has workers' compensation programs available for team members who have suffered work-related injuries. All workers' compensation incidents must be reported to management as soon as possible after the incident occurs. The incident will then be reported to the workers' compensation insurance company. The program's administrator will determine, based upon program guidelines, whether you are eligible for wage loss or medical expenses under that program. In some cases, his or her treating physician may tell a team member who has suffered work-related injuries that he or she is capable of performing "light duty" work. "Light duty" is defined as a status under which a temporarily injured or ill team member must abide by certain physical or medical restrictions, and as a result is unable to perform the full range of essential duties required by his or her position. However, the fact that one's treating physician believes that an individual is physically capable of returning to light duty work does not require honeygrow to let an individual come back to work.

Due to the nature of honeygrow's operations and the range of work that must be performed by its employees, honeygrow cannot guarantee the availability of positions for temporarily injured or ill team members who wish to return to work in a light duty position.

INTRODUCTORY PERIOD

The first 90 days of your job with honeygrow will be an introductory period. You have been through our team member selection process, have been selected for employment, and appear to have the potential to develop into a successful team member. However, we want the opportunity to begin your training, get to know you, see how you fit in with your co-workers, and determine if you are willing and able to carry out the responsibilities for the position in which you were hired. It's also important for you to get to know us and become familiar with how we operate to find out if this job is a good fit for you.

Since your employment is voluntary and at-will, you may terminate your employment at any time during or after the introductory period with or without cause or notice. Likewise, honeygrow may also terminate your employment at any time during or after the introductory period without cause or notice.

If at any time you feel you do not understand what's expected of you or that you need additional training, we encourage you to ask questions and seek additional help from our management staff. If, however, your performance during the initial training period is not up to honeygrow's standards, or you are unable to complete the initial training period in the first two weeks, your employment will either be terminated or your initial training period will be extended.

Remember that because your employment with honeygrow is at-will, either you or the company may terminate the employment relationship at any time, during or after the initial training period. Successful completion of the initial training period does not entitle you to continued employment for any specific period of time.

EMPLOYMENT POLICIES

EVALUATIONS

It is honeygrow's policy to evaluate team members on an ongoing basis during their employment, and to provide informal or formal feedback as the need arises. honeygrow's annual evaluation process is intended to let you know how well you're performing and help you be more effective and productive. The evaluation also gives you the opportunity to share your thoughts about your performance and future goals with your supervisor, General Manager, and the Human Resources Department.

The evaluation process is an opportunity to identify accomplishments and strengths as well as openly discuss areas and goals for any improvement. Depending on your position, you may also receive a more formal annual evaluation. Please note that, while positive evaluations may factor into honeygrow's decision to adjust your pay, pay increases are not guaranteed.

WORKING HOURS

Schedules

- Schedules are prepared to meet the demands of each restaurant. As the work demands change, management reserves the right to adjust working hours and shifts.
- Schedules are posted online and once posted, each team member is responsible for working his or her shifts. If a team member wishes to switch a shift, he or she should notify the General Manager and then may attempt to have the shift picked up by another team member. However, until the shift is picked up by another team member and approved by the General Manager, it is the responsibility of the team member to work the shift.
- You should arrive for your shift with enough time to make sure you're ready to work when your shift begins. You should clock in when your shift begins and be ready to start work immediately.
- We ask you to remember that each position is crucial to the proper functioning of the restaurant. You are responsible for reporting to work for all scheduled shifts on time, and for working until the appropriate departure time. Absenteeism and/or tardiness will result in disciplinary actions and/or termination of your employment in accordance with our lateness and absenteeism policy.
- honeygrow complies with all state and city Fair Work Week Laws.

*On Call Policy (applies to restaurant team members only)**

Sometimes unforeseen circumstances such as illness or increased business result in a "gap" in the daily schedule. So that your GM can easily adjust for these types of occurrences and provide proper service to our guests, you may be occasionally scheduled for an "on call" shift. This means that you

EMPLOYMENT POLICIES

will call the restaurant and speak with the Manager on Duty 2 hours before your scheduled time to find out if you are needed to report to work (Text messaging, emailing or voicemails are not allowed as alternatives).

*Certain states may not permit "on call" shifts. honeygrow will comply with these state laws.

Breaks

We endeavor to give our team members opportunities to rest and eat either prior to or after rush hours. During short break period (e.g., 10-15 minutes) members of the team will be paid for that time but may not leave the premises without approval from management. Breaks of 30 minutes or longer are unpaid and require members of the team to clock out. Depending upon the work location, minors who work four and half (4.5) continuous hours of work will receive one 30-minute unpaid break, or another break period required by applicable law. If you choose to stay in the restaurant during a break, your honeygrow logo must be covered and not visible to guests. Smoke breaks are at the discretion of management and may NOT be taken in the alley next to the restaurant. You are required to cover your honeygrow shirt and walk out of sightline of our guests.

Time Clock Procedures

When you arrive at the restaurant for your scheduled shift, notify the supervisor or General Manager on duty that you have arrived. All restaurant team members are given an Employee ID number to clock in and out on the restaurant's timekeeping system. You may clock in within five minutes of the start of your shift. You must be in uniform and ready to work prior to clocking in. You are expected to stop working and clock out promptly when you leave for a break and at the end of your shift unless your supervisor or General Manager has specifically authorized you to continue working. You should clock back in promptly at the end of your break. Failure to properly clock in and/or out may result in disciplinary action, up to and including termination.

Tampering, altering, or falsifying time records or recording time on another team member's ID number is not allowed and may result in disciplinary action, up to and including termination. All Managers are expected to clock in and out for all shifts.

Holidays

Due to the nature of the Restaurant business, you may be required to work holidays. It is currently our policy to close the restaurant for business on the following holidays: Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Fourth of July, and Labor Day. This policy is subject to change at management's discretion.

EMPLOYMENT POLICIES

Overtime

In accordance with Federal Minimum Wage Law, all of honeygrow's hourly team members will be paid at an overtime rate of one and one-half times their base hourly rate for any hours worked in excess of 40 hours in one work week. Overtime will be assigned or requested by your supervisor or General Manager, and you are not permitted to work overtime in the absence of such an assignment or request. While you will be paid at your overtime rate for all overtime hours worked, violations of this policy may subject you to disciplinary action up to and including termination.

Attendance

Our success relies on our ability to work as a team. All hg team members must be prepared to start work promptly at the beginning of their scheduled shift; this means you are in full uniform and clocked in. We understand that life happens and will allow you to clock in up to 5 minutes before your scheduled shift and up to 5 minutes after your scheduled start time. Anything later than 5 minutes will result in disciplinary action according to the assigned point system:

Offense	Point(s) granted
Late 5 minutes or less	0
6-10 minutes late	1
11-20 minutes late	2
21+ minutes late	3
Call out with no shift coverage	5
No Call No Show	10

10 total points = termination

Points will "expire" 6 months after date of incident on a rolling cycle.

All hg team members are on a 90-day introductory period. Any attendance violation

during the first 90 days of employment may lead to disciplinary action up to and including termination.

You must call your manager and let them know you will be absent or late (later than 5 minutes) at least 2 hours before your scheduled start time (the above point system will still apply). You must speak with the manager on duty; text messages, messages within the restaurant systems, **emails or voicemails are not permitted as alternatives.**

EMPLOYMENT POLICIES

PAYMENT PROCEDURES

Payroll Checks

We are paid biweekly on Fridays. Team members are encouraged to authorize honeygrow to directly deposit their pay into a bank account or use a pay card. For those team members who wish to receive physical paychecks, they will be mailed to the home address provided on the Friday of each pay week via USPS. Final paychecks will follow the hg's normal payroll practices unless required differently by Federal and or State Law.

Payroll Deductions

Your paycheck will indicate your gross earnings as well as deductions for federal and state withholding taxes, social security, and Medicare taxes. Federal and state withholding taxes are authorized by you based on the information you furnished to us on form W-4. If you want an explanation of your deductions or if you wish to change them in any way, please contact your General Manager or the Payroll Department.

As per state law, the restaurant complies with court and government orders in connection to garnishments from team member paychecks as directed by the proper authorities. You will be notified of any court or government ordered payroll deductions by the issuing agency.

Change of Address + Personal Information

We ask that you report any address changes and other changes in your personal information to your manager as soon as possible so your paycheck and year-end statement of income and deductions, form W-2, will be mailed to the correct address. You are responsible for reviewing each pay stub that is issued to ensure that your address and other personal information is properly listed, and that all deductions are being applied appropriately.

Lost Paychecks

Report lost paychecks to your General Manager or the Payroll Department. We will stop payment on the lost check and reissue you another check on the next payroll cycle. There is a \$25 fee for all lost paychecks.

BENEFITS

Paid Time Off

You work hard and earn the time to spend with family and friends. honeygrow is proud to offer our employees paid time off in the form of sick/personal time, accrued vacation and, depending on

EMPLOYMENT POLICIES

position, hg hours. Where the use of paid leave is foreseeable (such as for a scheduled doctor's appointment or for a vacation), employees are asked to submit a Time Away From Work request through the online payroll portal and have it approved by their manager at least two weeks prior to the requested leave. If you need to use leave on an unplanned basis, you are expected to follow honeygrow's Attendance policy.

Vacation + hg Hours honeygrow vacation time and hg hours operate on a "use it or lose it" schedule. Time not used by the end of the calendar year will not carry over to the new year. You have until the end of the last pay period of the prior year to use your time. All employees start accruing vacation time on their first day worked and are eligible to take after 90 days of employment. hg hours are granted and employees are eligible to take after 90 days after employment in that position.

Sick/Personal time

All honeygrow employees are granted 40 hours of paid sick/personal time in the calendar year. Sick/Personal hours are eligible to be taken after 90 days of employment. Employees are eligible to take a max of 40 hours of sick time per year. You may not have a negative balance when it comes to sick time.

Sick time can be used for the following reasons:

- When the employee is sick or has doctor's appointments
- To care for a dependent when the dependent is sick or to take to a doctor's appointment
- Religious obligations
- Funerals and bereavement
- School closure of a dependent

Jury Duty

If you are required to attend jury duty on a scheduled workday, please reach out to honeygrow's Human Resources Department (hr@honeygrow.com) to provide your jury duty notice.

EMPLOYMENT POLICIES

Paid time off by position

Below is the standard accrual schedule for all positions, any exceptions to our standard accruals will be noted in your offer letter.

Team Members/Team Captains

- 40 hours of sick time (Granted in January)
- 40 hours of vacation time (accrues at 1 hour per every 40 worked)
- Not eligible to go into the negative

Service Managers

- 40 hours of sick time (Granted in January)
- 8 hg hours (Granted in January)
- 40 hours of vacation time (accrues at 1.54 hours per pay period)
- Not eligible to go into the negative

Assistant Managers

- 45 hours of sick time (Granted in January)
- 27 hg hours (Granted in January)
- 90 hours of vacation time (accrues at 3.46 hours per pay period)
- Eligible to go 45 hours into the negative after 6 months of employment

General Managers

- 45 hours of sick time (Granted in January)
- 45 hg hours (Granted in January)
- 90 hours vacation time (accrues at 3.46 hours per pay period)
- Eligible to go 45 hours into the negative after 6 months of employment

hgRSC/District Managers

- 40 hours of sick time (Granted in January)
- 40 hg hours (Granted in January)
- 80 hours vacation time (accrues at 3.07 hours per pay period)
- Eligible to go 40 hours into the negative after 6 months of employment

After 4 years of service all GM, AGM, and hgRSC employees will begin to accrue an additional week of vacation time.

EMPLOYMENT POLICIES

Vacation time + hg hours must be taken in full day or half-day increments. Due to business needs, there may be certain times of the year when paid time off is not permitted. If a full-time manager leaves hg with a negative vacation balance, subject to applicable laws, honeygrow reserves the right to withhold the monetary equivalent of that balance from the employee's final paycheck or the employee will be required to reimburse the Company for unearned PTO. All Full-Time Managers and Corporate employees who have completed their 90-day introductory period will be paid out for accrued but not taken vacation time with their final paycheck.

honeygrow complies with applicable state and/or local law governing sick time and paid time off. For more information, please contact Human Resources.

LEAVE FOR RELIGIOUS OBLIGATIONS

We will attempt to make reasonable accommodations for you to take time off to accommodate your sincerely held religious beliefs such as observing religious holidays. If you know that you will need time off for a religious holiday or religious observance, please let your Manager know as soon as possible. You may use accrued, unused vacation or personal days for time off for religious reasons. If you do not have any vacation or personal days available, the time off will be unpaid.

FAMILY + MEDICAL LEAVE

honeygrow complies with the Federal Family and Medical Leave Act and all applicable state laws. Please notify Human Resources if you believe you may need to apply for FMLA.

Pursuant to the federal Family Medical Leave Act ("FMLA"), eligible team members may take up to 12 work weeks of unpaid leave during a 12-month period for the following reasons:

- Their own serious health condition which makes the team member unable to perform the essential functions of his/her position (including incapacity due to pregnancy, prenatal medical care or childbirth);
- To care for a son, daughter, spouse or parent who has a serious health condition, to care for the team member's son or daughter after birth, or to care for the team member's son or daughter upon placement with the team member for adoption or foster care;
- Because of a qualifying exigency (e.g., childcare issues arising from short term deployment) due to the fact that the team member's spouse, son, daughter or parent is a member of the National Guard or Reserves (not the regular armed forces) either on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation; or

EMPLOYMENT POLICIES

- In order to care for a covered service member with a serious injury or illness if the team member is the spouse, son, daughter, parent, or next of kin of the service member. For this type of leave only, team members may be eligible for up to 26 weeks of unpaid FMLA leave in a single 12-month period.

Eligibility

In order to be eligible for FMLA leave, the team member: (a) must have been employed by honeygrow for at least 12 months; (b) must have worked for at least 1,250 hours in the 12-month period preceding the commencement of the leave; and (c) must be employed at a worksite where 50 or more team members are employed within 75 miles of the worksite.

How the Amount of Leave is Calculated

The 12-month period in which a team member may take up to 12 work weeks of FMLA leave is a “rolling” 12-month period, measured backward from the first date a team member uses any FMLA leave for any of the reasons set forth above (except when FMLA leave is taken to care for a covered service member). The 12-month period in which a team member may take up to 26 work weeks of unpaid covered service member leave is measured forward from the first day the team member takes FMLA leave to care for a covered service member and ends 12 months after that date.

Use of Leave

When medically necessary, a team member does not need to use his/her FMLA leave entitlement at one time but may take FMLA leave intermittently or on a reduced schedule basis. Team members requesting intermittent or reduced leave schedule must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company’s operations. FMLA leave due to a “qualifying exigency” may also be taken on an intermittent or a reduced schedule basis.

If a team member needs intermittent or reduced-schedule leave that is foreseeable, or if the Company in its discretion permits intermittent or reduced schedule leave for the birth of a child or for the placement of a child for adoption or foster care, the Company may require the team member to transfer temporarily to an alternative position for which the team member is qualified and which better accommodates the intermittent or reduced leave schedule.

Definition of a Serious Health Condition

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the team member from performing the functions of

EMPLOYMENT POLICIES

the team member's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment required may be met by a period of incapacity of more than three consecutive, full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or prenatal care, or incapacity due to a chronic condition. Other permanent and long-term conditions, as well as conditions requiring multiple treatments, may also meet the definition of continuing treatment.

Notice

Where the need for leave is foreseeable, the team member must give at least 30 days advance notice prior to the commencement of an FMLA leave. Where the need for leave is not foreseeable, the team member should give as much notice as possible in the circumstances. In all cases, whether leave is taken intermittently or continuously, the team member must make a reasonable effort to schedule his/her leave so as not to unduly interrupt the Company's operations. In addition, absent an emergency or other unusual circumstance, team members are still required to provide notice of their absence in accordance with the Company's call-out procedure.

The team member must provide sufficient information to Human Resources department to enable the Company to determine if the leave qualifies under the FMLA and the anticipated timing and duration of the leave, specifying, to the extent possible, the beginning and end dates of the leave. Sufficient information may include that the team member is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military leave. Merely calling in "sick" is insufficient.

If a team member requests leave for a reason for which FMLA leave was previously taken or certified (including in the case of intermittent leave) a team member must specifically reference the qualifying reason for leave or the need for additional FMLA leave.

Medical Certification

The team member is obligated to provide medical certification from a health care provider to confirm that the team member (or employee's family member) has a serious health condition. Certification must be provided within 15 days of the leave request unless it is not practicable to do so. Failure to provide the required certification on time may result in a delay or denial of the team member's ability to take the leave as requested. Furthermore, to the extent permitted by and/or consistent with applicable law, unauthorized leave (e.g., leave taken without complying with the FMLA and this policy, leave in excess of that approved in accordance with this policy and the

EMPLOYMENT POLICIES

FMLA, etc.) may result in disciplinary action, up to and including termination of employment. If the Company has reason to doubt the team member's initial medical certification, the Company may also require a second or third medical opinion. The Company may also require recertification of a team member's need for leave. These requirements apply both in the event a team member is requesting leave for his or her own serious health condition and in the event of the serious health condition of a parent, spouse or child.

In connection with a request for FMLA Leave due to a "qualifying exigency," or to care for a covered service member, the Company may also require a team member to provide a complete and sufficient certification and/or other documentation in support of the leave.

A team member returning from leave taken for his/her own serious health condition must provide certification from a health care provider that he/she is medically able to resume work. Where a team member is on intermittent or reduced schedule leave for his own serious health condition, the team member may also be required to provide a fitness for duty certification periodically if reasonable safety concerns exist.

In addition, the Company may require the team member to report periodically on his/ her status and intent to return to work. As with all medical information, any FMLA medical certification forms will be maintained by the Company in a medical file separate from the team member's personnel file.

Pay During Leave

Team members may elect to use accrued paid leave benefits during the period of FMLA leave. Likewise, the Company may require team members to use accrued paid leave during the period of FMLA leave. Use of accrued paid time off runs concurrently with FMLA leave (that is, such time off counts against the available 12 weeks of leave under the FMLA). A team member may also be eligible for pay pursuant to a disability benefits plan or workers' compensation payments, subject to the terms and conditions of such plans or policies. In such cases, the Company will concurrently designate the period of time in which the team member receives those benefits as FMLA leave and count the time against the employee's FMLA leave entitlement. In addition, a team member and the Company may agree, subject to state law, to have paid time off benefits supplement any disability or workers' compensation benefits, such as when the applicable plan or workers' compensation provides replacement income for only a portion of the team member's income. However, in no case may a team member receive more than 100-percent of his or her regular net pay during FMLA leave.

EMPLOYMENT POLICIES

Benefits During Leave

During FMLA leave, team members are entitled to receive medical benefits at the same level and terms of coverage as if they had been working. If applicable, arrangements will be made for team members to pay their share of health insurance premiums while on leave. All other insurance coverage will continue during FMLA leave, only if the team member pays the full cost and only if continued participation is permitted by the applicable plan. The Company may recover premiums it paid to maintain medical coverage for a team member who fails to return to work from FMLA leave.

Paid Time Off Benefits

During FMLA leave, there shall be no loss of paid time off benefits accrued prior to the commencement of the leave. Where FMLA leave runs concurrently with vacation benefits, a team member will continue to accrue paid time off benefits during the period of paid FMLA leave. When the team member is on FMLA leave but is not concurrently receiving vacation benefits from the Company, paid time off benefits will not continue to accrue.

Job Restoration after FMLA Leave

The Company will reinstate a team member returning from FMLA leave to the same or an equivalent position, however, a team member on an FMLA leave does not have greater rights to reinstatement than if the team member had been continuously employed during the FMLA leave period. Subject to and consistent with applicable law, a team member who fails to return to work at the conclusion of leave shall be deemed to have voluntarily resigned his/her position.

Certain highly compensated “key” team members also may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the Company’s operations. Team members will be informed at the time they request leave if they are a “key” team member as defined by the FMLA.

The Company’s Responsibilities under the FMLA; FMLA Enforcement

After a team member requests leave in accordance with the FMLA, the Company will inform the team member whether he/she is eligible under FMLA. If the team member is eligible, the Company will provide a notice specifying any additional information required as well as advising the team member of his/her rights and responsibilities. If honeygrow determines that a team member is not eligible, honeygrow will provide a reason for the ineligibility. Upon certifying the reason(s) for leave and confirming the team member is entitled to leave, honeygrow will inform the team member whether the leave requested will be designated as FMLA leave and therefore be counted against

EMPLOYMENT POLICIES

the team member's available FMLA leave entitlement. If you have any questions regarding this policy, please contact Human Resources department.

WORKERS' COMPENSATION

Workers' compensation provides benefits for team members who suffer personal injury from accidents or illnesses arising out of, and in the course of, their employment with the restaurant. A team member who is injured on the job, regardless of the severity of the injury or illness, should:

- Report the occurrence to the supervisor or General Manager on duty within 24 hours.
- The supervisor or General Manager on duty will need to obtain information as to exactly what happened, how the injury or illness occurred, the exact time and location, as well as any witnesses to the occurrence.

BENEFITS

The following sections of the Handbook provide a summary of the benefits, which may be provided at honeygrow's discretion. Actual coverage is determined by the express terms of the plan documents. If there are any conflicts between the summary provided herein and the plan documents, the plan documents will govern. Copies of the plan documents are available from the HR team at hgRSC. We reserve the right to amend, interpret, modify, or terminate any of its team member benefits programs without prior notice. The Plan Administrator of each of the Company's team member benefit plans has the power and authority to construe and interpret the terms of the plan, to make all factual determinations, and to amend or terminate such plans. Team members will be notified of any changes to the plans in writing.

Medical/Dental

Full-time managers are eligible to receive medical and dental benefits on the 1st of the month after 60 days of employment. Team Members deemed to be full-time employees under Affordable Care Act regulations will be eligible to receive benefits on the 1st of the month after 1 year of employment. After the initial 1-year measurement period, the ACA lookback period of Nov 1st - Oct 31st will be used to determine full or part-time status.

Specific details on the individual benefit programs are contained in the separate summary plan descriptions (SPD) for those benefit programs in which you participate.

Please contact the Benefits Administrator at RSC if you have any questions.

EMPLOYMENT POLICIES

Short Term Disability

Full-time AGM, GM and hgRSC employees become eligible for these benefits after applicable waiting period. Details regarding the coverage may be found in each plan's Summary Plan Description.

COBRA

You and your covered dependents may have the opportunity to continue certain health insurance benefits for a specified period of time under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA), or any applicable state law, when your group coverage for you and your covered dependents would otherwise end due to certain specified events. Detailed information, including rights granted under COBRA, may be found in the Summary Plan Description. If you should have any questions, you may contact the Human Resource Department.

Section 125 Plan

For the benefit of our team members, honeygrow has instituted a Section 125 Plan. This plan allows team members who contribute toward the cost of their health insurance to pay on a pre-tax basis.

401(k)

The honeygrow 401(k) Plan allows you to save for retirement on a pre-tax basis. Participation is voluntary. Team members who are at least 21 years of age, are eligible to participate after completing one year and 1000 hours of service. Once eligible, team members can join the plan monthly.

TEAM MEMBER MEALS

honeygrow knows you work hard, and you become hungry. We are excited to offer team members each shift \$17 meal discount towards a meal purchase before, during or after your scheduled shift. This discount must be applied in a single purchase, it cannot be used partially. (e.g., a TM cannot buy a soda cup before opening, then get a salad later.) Employees must check out on the kiosk as a GUEST when redeeming their free meal.

The meal discount cannot be accrued, if not collected, it goes away.

The meal discount cannot be transferred to another employee or person.

EMPLOYMENT POLICIES

Fountain soda and Bubblers are included. Brownies, bottled/canned beverages, and sides (example: chips, chocolate bars) must be purchased by team members. Team members can purchase brownies, bottled/canned beverages, or sides when they purchase their meal, either prior to their shift or after. If they choose to purchase a post-shift meal but wish to consume bottled beverages throughout their shift, it is expected that they will pay for the beverage with their meal at the end of the shift.

All beverages must be consumed out of a bottle with sports cap. honeygrow will provide each TM with a water bottle on their start date.

Managers receive 100% discount on their individual order with a \$17 limit per shift and max 1 meal per day.

Team members and managers are eligible for 25% employee discount when not working.

hgRSC employees receive a \$300 monthly app credit.

Discounts may not be applied to brownies, bottled or canned beverages, sides (example: chips, chocolate bars), or any catering orders.

RULES + REGULATIONS

Consistent with our Mission and core values, it is important for all team members to be fully aware of the rules which govern our conduct and behavior. In order to work together as a team and maintain an orderly, productive and positive working environment, everyone must comply with the Company's rules and regulations which govern team member behavior and performance. In addition, any suspected violation of rules and regulations will be evaluated based on the totality of the circumstances to determine if the team member's conduct is subject to the protections under Section 7 of the NLRA. Factors that will be considered include: (1) the place of the conduct/discussion; (2) the subject matter of the conduct/discussion; (3) the nature of the team member's conduct; and (4) whether the conduct was, in any way, provoked by an unfair labor practice.

THE FOLLOWING LIST, WHICH IS NOT ALL-INCLUSIVE, OUTLINES ACTS AND BEHAVIORS WHICH ARE SO HARMFUL THAT THEY MAY RESULT IN IMMEDIATE TERMINATION.

1. Invalid Work Authorization (I-9 form).
2. Supplying false or misleading information to the restaurant, including information at the time of application for employment, leave of absence, or sick pay.
3. Not showing up for a shift without notifying the General Manager on duty.
(No call, no show, no job).
4. Clocking another team member "in" or "out" on the restaurant's timekeeping system or having another team member clock you either "in" or "out."

EMPLOYMENT POLICIES

5. Leaving your job before the scheduled time without the permission of the General Manager on duty.
6. Not maintaining a disciplined workplace within honeygrow establishment, such as:
 - a. Use of foul or abusive language while on duty or on restaurant property
 - b. Violent actions (physical fight), threats of violence or abusive language directed toward a guest or another team member.
 - c. Disorderly or indecent conduct while on duty or on restaurant property.
 - d. Refusal to follow a supervisor or General Manager's instructions or requests while on duty.
7. Gambling on restaurant property.
8. Theft of guest, team member, or restaurant property including items found on restaurant premises.
9. Theft, dishonesty, or mishandling of restaurant funds. Failure to follow cash, guest check, or credit card processing procedures.
10. Engaging in harassment or discrimination of any kind toward another team member or guest.
11. Use, distribution, or possession of illegal drugs or alcohol on restaurant property or being under the influence of these substances when reporting to work or during work hours.
12. Waste or destruction of restaurant property.
13. Rude or improper behavior with guests or coworkers.
14. Smoking or eating in unapproved areas or during unauthorized breaks.
15. Failure to report safety hazards, equipment defects, accidents, or injuries immediately to management.
16. Accepting or encouraging cash tips from guests, either directly or by use of a "tip jar."
17. Conviction of a felony offense.
18. Barehanded contact with ready to eat food.
19. Unauthorized consumption of product.
20. Ringing up own purchase.
21. Making own food.
22. Making food without a ticket.
23. Falsifying any Company report, record, or document.
24. Lying or dishonesty.
25. Leaving the building or Company funds unsecure or unattended.
26. Not punching in or out.
27. Possessing or use of weapons of any kind on Company property.
28. Failure to perform job responsibilities in a satisfactory manner.
29. Failure to comply with the Company attendance policy.
30. Not parking in team member designated parking area.

EMPLOYMENT POLICIES

31. Not entering and exiting the restaurant through approved entrance.
32. Unauthorized operation, repair, or attempt to repair machines, tools, or equipment.
33. Eating or drinking outside of a designated area, including kitchen area and prep area.
34. Wearing hg uniform while not on the clock.
35. Violation of any honeygrow policy or procedure.
36. Improper usage of equipment including the RobotCoupe machine, immersion blender, or trash compactor.
37. Failure to wear cut gloves when cutting.
38. Usage of the RobotCoupe machine, immersion blender, or trash compactor if you are under 18 years old.
39. Wearing headphones, ear buds, AirPods or anything in your ears while in the restaurant.

This policy is not intended to, should not be construed to, and does not create a term of employment and does not limit or modify honeygrow's right to terminate a team member's employment at will or to alter the terms and conditions of a team member's employment, including compensation and position, at any time for any (or no) reason, without notice. This policy does not create a contract between the team member and honeygrow.

For clarity, nothing in this handbook is intended to interfere with, restrain, or coerce team members in the exercise of legally protected activities, including under the NLRA.

SMOKING, DRUGS + ALCOHOL

honeygrow maintains a drug-free workplace. In keeping with honeygrow's strong commitment to provide a safe, efficient, and productive work environment, we strictly prohibit the following activities:

1. **Controlled Substances:** No team member may engage in the unlawful manufacturing, distribution, dispensation, possession, or use of any illegal drug prior to going on duty, while on duty, while operating a vehicle that is owned or leased by honeygrow, while on standby status, or while otherwise performing honeygrow's business, either on or off the premises. In addition, involvement with illegal drugs outside of working hours which interferes with team member performance, or which has or may have an adverse effect on honeygrow is strictly prohibited.
2. **Alcohol:** No team member may use, possess, manufacture, dispense, distribute, or sell any alcohol prior to going on duty, while on duty, while operating a vehicle that is owned or leased by honeygrow, while on standby status, or while otherwise performing honeygrow's business, either on or off the premises.

EMPLOYMENT POLICIES

3. Prescribed Drugs and Over the Counter Drugs: Prescribed drugs and over-the-counter drugs that are improperly used or possessed by the team member are restricted to the same extent as controlled substances. Team members taking a prescribed drug at work must keep the drug in its original container to identify the drug, dosage, date, prescription, and authorizing physician. Team members must be fully aware of and comply with any work restrictions that should be observed while taking a drug. If use of a drug may affect a team member's ability to perform his or her job, the team member must notify the Human Resources Department.

This information will be kept confidential.

Smoking is also prohibited on Company premises; this includes the use of e-cigarettes. Team members who wish to take a "smoking break" outside of their work location should do so only in those areas where smoking is allowed. Team members are asked not to smoke in front of honeygrow restaurants or in their hg uniform.

While the use of marijuana has been legalized under many state laws for medical and recreational uses, it remains an illegal drug under federal law and its use as it impacts the workplace is prohibited by honeygrow's policy. honeygrow does not discriminate against team members solely based on their off-duty use of medical and recreational marijuana in compliance with state laws. However, team members may not consume or be under the influence of marijuana while on duty or at work, even if the team member has a valid prescription for medical marijuana.

Failure to comply with these policies will result in immediate disciplinary action up to and including termination. honeygrow also reserves the right to discipline or terminate team members convicted of an offense, which involves the use, possession, manufacturing, dispensing or distribution of illegal drugs or alcohol.

EMPLOYMENT POLICIES

PARKING

In order to give our guests the closest access to the restaurant, where team member parking facilities are provided on restaurant premises, we request that you park in designated areas only. During major scheduled events or peak selling periods, you may be asked to park at another location, which will be designated by your Manager. If you do not park in designated parking areas, you may be subject to fines or towing charges as imposed by landlords.

ACCESS TO THE BUILDING

It is important that all team members use the appropriate entrance to RSC and restaurants. Your supervisor will show you this entrance. Team members must arrive and leave through this entrance only. Unusual access to any Company facility must be for the purpose of conducting business only.

COMPUTER USAGE POLICY

honeygrow reserves the right to revoke computer privileges and/or take other disciplinary action against any individual who fails to comply with this Computer Usage Policy.

Scope of Policy

The Company provides RSC team members and members of the management team with centralized computer systems to support Company related functions. Certain team members may also be provided with Company-owned portable computers and/or with remote access to the Company's systems. Access to these computer systems is a privilege offered to only the Company team members and the use of such systems is governed by this policy. For purposes of this policy, "Computer Systems" shall include, but not be limited to: electronic mail (email) (including but not limited to the Company's email accounts and private Web-based, password protected email accounts), voice mail, Internet-based services, text messages, electronic archives, phones or other similar devices, facsimile messages (fax), cellular (iPhones, smart phones, etc.) and land-based telephones, computers and all related hardware and software, wireless email devices and pagers, and Company documents/ materials stored on cloud-based tools, whether transmitted, stored or held on Company-owned, leased, or provided equipment or personal equipment used to conduct Company business.

Each team member is responsible for reading this Computer Usage Policy and understanding the policy. Any violations of the Computer Usage Policy may result in: (i) suspension or revocation of your computer account; and/or (ii) disciplinary action up to and including termination of employment.

EMPLOYMENT POLICIES

Team members should not have any expectation of privacy while using honeygrow's computer systems. This includes but is not limited to, communications on honeygrow's computer systems with any person or entity, including attorneys, accountants, medical professionals, made while using honeygrow's email accounts and/ or private password protected email accounts (e.g., gmail, etc.), subject to applicable federal or state law. The computer systems and all communications and documents sent, received, stored, reviewed, and/or created by team members while using honeygrow's computer systems are solely the property of honeygrow. honeygrow, as permitted by law, intends to, and will exercise its right to access, review, audit, intercept, copy, read and/or otherwise monitor any and all team member communications and documents sent, received, reviewed, stored and/or created on honeygrow's computer systems to ensure that its systems are being used in compliance with the law, this policy and other policies.

Misuse of Computer Resources

1. A team member may not tamper with the Company Computer Systems, networks, equipment, software, files, documentation, accounts, or information therewith. This Computer Usage Policy applies to the direct and indirect use of local and remote computer resources.
2. Non-hg team members are not permitted access to our Computer Systems.
3. A team member is prohibited from assisting anyone in violating this policy.
4. A team member is prohibited from giving that team member's own password to any individual, except to authorized personnel of the Information Services Department. Each team member must safeguard that team member's own account and its contents and will be responsible for any misuse. A team member may not search for, access, copy, or use passwords belonging to other individuals.
5. Use of games or offensive screen savers on the Company's computer system is prohibited.
6. Team members may not use the Company Computer Systems in violation of any applicable laws concerning: trademark, copyright and other intellectual property, civil rights, conspiracy, defamation, forgery, obscenity and/or privacy.
7. Team members must not store information on the Company Computer System that is of pornographic or offensive nature with respect to any Protected Characteristic as defined in the Company's "Policy Prohibiting Workplace Harassment and Discrimination".

Internet Usage

1. The use of the Internet for personal matters in a manner that is excessive or interferes with job performance is prohibited. No upgrade of browser software while accessing the Internet is permitted.
2. All files or software received via the Internet should be passed through virus protection programs prior to use. The failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the Company network. If the team member discovers that any damage occurred as a result of downloading software or files, the incident should be reported to the team/department.
3. The Company reserves the right to hold a team member financially liable for violation of this policy, if permitted by applicable law.

REMOTE WORK

While working remotely, all team members must continue to abide by honeygrow's handbook and policies. Remote work plans must be agreed to in advance by a manager. Team members working remotely must maintain a normal workload and maintain an equivalent working environment (with any costs associated with a home workspace being the sole responsibility of the team member). Team members must follow honeygrow's information security and privacy policies when working remotely. Virtual meeting expectations for remote team members include:

1. No music, pets, or other loved ones should be heard or visible in the background during meetings.
2. Keeping yourself muted during video or audio conferencing unless you are speaking.
3. The video should be always on, and you should be fully visible.
4. Avoiding eating a meal during a virtual meeting unless invited to do so by the meeting host.
5. Presenting a professional, business-like image to our team members, clients, and the public in keeping with our commitment to excellence.
6. Business casual attire communicates a professional image. When meeting with customers and other businesses remotely, you should abide by the Dress Code policy set forth herein.
7. Avoiding multi-tasking. Exit other applications and give your full attention to the meeting as if you were meeting in person.

honeygrow encourages remote team members to consult with a qualified tax professional to determine any federal, state, or local income tax implications that may result from their remote working arrangement.

RESTAURANT POLICIES + PRACTICES

ELECTRONIC MAIL POLICY

Scope of Policy

The following policy will cover Email that is sent to and from team members of the Company and persons outside the Company. The 1986 Federal Electronic Communications Privacy Act will also cover external Email that is sent to another Company or a person who is not employed by the Company.

Access to Contents by Employer

Routine employer monitoring of the Email system will be done to gauge volume and system efficiency. At no time during routine maintenance or system evaluation will the contents of messages be read. However, there may be instances where the Network Administrator may need to access users' electronic mailboxes to resolve system problems in a way in which messages may be read.

In addition, the Company reserves the right to access, read, and disclose the contents of participants' Email messages without notice (1) upon reasonable suspicion that unlawful conduct or conduct in violation of Company Policies, including this Email Policy, is occurring; (2) where necessary for legitimate business reasons; and (3) where required to do so by law. As indicated in honeygrow's Computer Usage Policy, team members should have no expectation of privacy in email messages sent or received. Even when a message is erased or deleted, it is still possible for that message to be retrieved and read.

Access to Contents by Co-Workers

Team members are prohibited from reading other team members' Email, except in the situations described above. All electronic mail messages will be delivered only to the addressed recipient(s), i.e., Carbon Copy and Blind Copy. However, an electronic mail message is only as confidential as any recipient chooses to make it.

Passwords

Authorized users are responsible for the security of their passwords and accounts and are used in compliance with Information Technologies' Security Policies. Passwords will be chosen by the individual users and will be confidential. The IT team will change passwords only when the user requires assistance, the team member has been terminated, or it is necessary for system maintenance.

RESTAURANT POLICIES + PRACTICES

Sensitive Matters

Team members should be careful not to make remarks in an Email message that they would not ordinarily commit to writing. Team members also should be aware of the confidentiality risks inherent in the use of email and, accordingly, use good judgment regarding what topics are appropriate for discussion via email.

Ownership of Email Messages

The Company retains the rights to all electronic records, including Email. The purpose of email is business correspondence. It is realistic to expect some personal messages, but all messages are the property of the Company.

Internet

Certain team members may be authorized to use the Internet (World Wide Web) for business purposes and, as a result, may receive or send Email to and from individuals through the Internet. The use of the Internet to send and receive Email is governed by this policy and team members should use caution when using Email in this manner. All files or software received via the Internet should be passed through virus protection programs prior to use. The failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the Company network. If the team member discovers that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the IT department.

Misuse of Email

The following activities constitute misuse of the Company's electronic mail network, and may result in discipline action up to, and including, termination from employment:

The use of email for any unlawful purpose, including non-exclusively:

1. Providing copyrighted material without express permission.
2. Downloading, dissemination or printing of materials in violation of applicable copyright or trademark laws.
3. Harassing, defaming, unlawfully discriminating against, or otherwise unlawfully injuring others with respect to any Protected Characteristic as defined in honeygrow's policy and procedures.
4. Using profane, abusive, or offensive language with respect to any Protected Characteristic as defined in honeygrow's policy and procedures in an email message. Attaching profane, abusive, or offensive images (sexual or other) to any individual or group based upon any Protected Characteristic as defined in honeygrow's policy to an email message.

RESTAURANT POLICIES + PRACTICES

5. Using email for commercial purposes without prior approval from the Company.
6. Using email for personal matters in a manner that is excessive or interferes with job performance, while not precluding team members from any rights under Section 7 of the NLRA.
7. Violating the provisions of this email policy.
8. Using email in violation of any Company Policy.

Team member Termination

Computer access, including access to email, will be terminated immediately upon termination of employment, for security purposes.

TEAM MEMBER USE OF SOCIAL MEDIA

At honeygrow, we understand that social media can be a fun and rewarding way to share your life and opinions. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all team members who work for honeygrow, and you are expected to comply with all of honeygrow's policies when using social media websites. The fact that a policy does not specifically mention social media does not mean that it does not apply. For example, the following are some examples of existing policies and procedures that affect use of social media, whether you are on or off the job:

You should never represent or suggest that you are speaking on behalf of or for honeygrow unless expressly authorized to do so by honeygrow management. If honeygrow is a subject of the content you are creating, be clear and open about the fact that you are a team member and make it clear that your views do not represent those of honeygrow or fellow team members.

You must maintain the confidentiality of trade secrets and proprietary information about honeygrow gained by virtue of employment with the Company, even after the end of your employment with honeygrow, so long as disclosure of such information would be detrimental to honeygrow's business. Such information includes honeygrow's internal business practices, procedures, and recipes, but does not preclude team members from any rights or cooperating with any investigations under Section 7 of the NLRA.

You are expected at all times to be courteous to honeygrow's guests and the community in general. You should not use social media to engage in any form of harassment or unwanted behavior toward, or comments about, guests who you encountered while working for honeygrow. You are more likely to resolve work-related complaints, including concerning current or former team members' performance at honeygrow, by speaking directly with your co-workers or by utilizing our reporting policies than by posting complaints to a social media outlet. Nevertheless, if you decide to post

RESTAURANT POLICIES + PRACTICES

complaints or criticism about honeygrow team members or guests, avoid using statements, photographs, video, or audio that reasonably could be viewed as maliciously false, obscene, threatening or intimidating, that defames team members, that might constitute unlawful harassment or bullying, or that might constitute discrimination on the basis of any protected characteristics or conduct, in violation of the honeygrow's equal employment opportunity policies.

Make sure you make reasonable efforts always to be truthful and accurate when posting information or news in accordance with You are never to violate laws or and ethical standards, especially when using social media as a business tool. For example, do not use social media in a false or misleading way, such as by claiming to be someone that you are not, or by posting information or rumors that you know to be false about honeygrow. You are never to use honeygrow trademarks, logos, or any copyrighted material or link to honeygrow's website, without express permission from honeygrow management.

You may not use social media during your work time or use any honeygrow equipment, unless you are specifically directed to do so by honeygrow management, in order to uphold honeygrow's restaurant policies, including sanitation, safety, and customer service.

honeygrow understands that you may wish to mention your work at honeygrow in personal discussions on social media and does not want to discourage team members from using social media for self-publishing, self-expression, to pursue personal interests and affiliations, or other lawful purposes.

However, honeygrow does have an interest in your off-duty personal conduct to the extent that your off-duty conduct has an adverse impact on your work performance; or violates or provides evidence of a violation of some law or honeygrow policy. For example, if a team member engages in unlawful behavior during working time and then posts a video of their activities on YouTube identifying this a occurring at honeygrow, honeygrow has the right to take action over this "off-duty" posting because it would be evidence of violations of several honeygrow policies and would be a misuse of honeygrow property.

For these reasons, you need to be cautious when identifying yourself as a honeygrow team member and remember that you are personally responsible for any comments that you make on social media and can be held personally liable under law for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party. Team members should take time to consider that social media posts are accurate and that they reflect only the personal opinion of the team member. Violation of this policy will result in disciplinary action, up to and including immediate termination, depending on the specific violation. honeygrow may also take legal action where necessary if your violation of this policy involved legally prohibited or unlawful conduct.

RESTAURANT POLICIES + PRACTICES

Nothing in this policy is intended to interfere with any rights that team members may have that are protected by federal, state, or local law, or limit a team member's rights under Section 7 of the NLRA, including to discuss wages or other terms and conditions of employment.

USE OF PERSONAL CELL PHONES + ELECTRONIC DEVICES

Use of personal cell phones, headphones, earbuds, AirPods, or other personal electronic devices during working hours is strictly prohibited in order to uphold honeygrow's restaurant policies, including sanitation, safety, and customer service. You may have your cell phone or other personal electronic device on you while you are working at honeygrow; however, it must remain in your pocket and either silenced or on vibrate at all times during your working hours.

Unless you have received explicit authorization to the contrary from your General Manager or there is a serious emergency, team members may make and receive communications—including phone calls, text messages, and emails—using personal cell phones and other electronic devices only during authorized breaks. Violation of this policy may result in disciplinary action up to and including immediate termination.

Nothing in this policy is intended to interfere with or limit a team member's rights under Section 7 of the NLRA.

PERSONAL PROPERTY

honeygrow provides lockers in which you may store any personal property that you bring with you to work. You are expected to exercise reasonable care to safeguard any personal items that you bring to work and may bring a combination lock with you to use on a honeygrow-provided locker. You must remove the lock along with all personal belongings at the end of each shift. honeygrow does not assign lockers. However, your storage of personal property anywhere on honeygrow premises is at your own risk. Personal items of value should not be left unattended or in plain view. It is recommended that you not bring any such valuable personal items with you to work. honeygrow does not assume responsibility for the loss or theft of personal belongings.

Additionally, honeygrow retains the right to search, or permit appropriate legal authorities to search, any and all property that may be located on honeygrow's premises, which may include your personal property. If you bring personal property with you to work, you should have no expectation of privacy in it.

GUEST SERVICE

Our key to success will be the enlightened hospitality that we provide our guests, and in particular repeat guests who voluntarily choose to return here and spend their money on our products. Without the guests

RESTAURANT POLICIES + PRACTICES

we don't have a restaurant; they are the only reason we are here. As a result, taking care of our guests is our highest priority, in fact a privilege, never an interruption.

At honeygrow, we will be going above and beyond to earn the loyalty of our guests.

Guest Complaints

Nobody enjoys being the recipient of guest complaints, but complaints are to be expected as part of being in the hospitality business. Complaints can even be viewed in a positive light if they are handled properly. Complaints can give us insights as to how to make our restaurant better and demanding guests force us to be our best. Resolving complaints satisfactorily can even increase guest loyalty if they are handled properly.

When faced with a guest complaint: Don't get defensive and try to explain. Remove the offending item immediately, and/or request the assistance of a supervisor or General Manager to assess the complaint. Apologize for the problem and tell the guest you will take care of the problem. If you need the assistance of a supervisor or General Manager, don't hesitate to ask.

Do everything you can to let the guest know that you care and that this isn't the kind of experience you want them to have at our restaurant.

Telephone Courtesy

It is everyone's responsibility to answer the phone. Always answer the phone promptly, within two rings. Always answer in a friendly, polite manner: "Thank you for calling honeygrow, this is Lori, may I help you?" Respond to any questions that you are absolutely certain of the answer to. If you are uncertain, ask the person if you may put them on hold for a moment and quickly refer the call to a supervisor or General Manager. Always thank the person for calling. Always ask the caller for their name when they ask to speak to a supervisor or General Manager.

SAFETY

honeygrow is committed to maintaining a safe workplace for all team members. The time to be conscious about safety is before an accident happens. Safety is everyone's responsibility and is a regular, ongoing part of everyone's job. You will receive more specific, detailed information and training on safety issues as an ongoing part of your employment. However, here are some basic guidelines and safety rules to always keep in mind:

- Wipe up spills immediately.
- Never run in hallways or the kitchen, always walk carefully. Even when it's busy, take small steps and pay attention.

RESTAURANT POLICIES + PRACTICES

- Wear shoes with non-slip soles. Ask your General Manager about where to purchase them.
- Report defective equipment or tools to a General Manager immediately.
- Never operate equipment unless you have been trained on how to use it properly i.e., RobotCoupe machine
- Never try to catch a falling knife. Knives are easier to replace than fingers. Cut gloves are mandatory when cutting foods and handling knives.
- Let people know when you're carrying anything hot. Don't be shy, yell out something like, "HOT STUFF COMING THROUGH."
- Don't put hot food or plates in front of small children.
- Use proper lifting techniques. Never lift too much. If it's uncomfortable, make two trips or get some help. Remember to always bend at the knees, lift with your legs, not your back.

SANITATION

We are obsessed with sanitation and food safety. Due to the nature of the restaurant business, it is **ABSOLUTELY ESSENTIAL** that **EVERYONE** follows safe food handling procedures. This is one area of our restaurant where there is absolutely no compromise. **NEVER** take shortcuts on food safety and handling. Every day we are entrusted with the health and even lives of our guests. This is a huge responsibility, one that we must never take lightly.

While you will receive additional and ongoing training on food safety issues, the following are some of the basic rules we **ALWAYS** follow and enforce:

Keep your hands washed. Always wash your hands after using the restroom, smoking, touching your hair, eating, sneezing, or coughing. When you use latex gloves, change them frequently.

Sanitize everything. Besides clean hands, use sanitizing solution to constantly keep counters, cutting surfaces, and utensils clean. This helps to keep food handling areas and preparation tools free of bacteria.

Prevent cross-contamination. Cross-contamination occurs when raw meat comes in contact with other food that will be served without further cooking. For example, never place raw chicken on a cutting board and then cut vegetables for an uncooked product on the cutting board without first washing and sanitizing it. The same goes for utensils like knives and portioning tools, always wash and sanitize them after every use.

Keep food at the proper temperatures. Potentially hazardous foods like meat, poultry, dairy and fish should always be stored below 41° Fahrenheit. Food that is cooking or in holding should always be above 135° Fahrenheit. Bacteria count on food grows rapidly between 41° and 135° Fahrenheit so it's imperative that our food products spend a minimum amount of time in the "temperature danger zone."

RESTAURANT POLICIES + PRACTICES

Store food correctly. Raw meat should always be stored below cooked or prepared food. Raw poultry is always placed on the bottom shelf of the walk-in. Keep chemicals and cleaning products away from food products.

DRESS CODE

As we're building a brand focused on high quality and high standards, the image of our team members is critical.

The following provides detailed descriptions of dress for both the dining room and kitchen positions. If you have any questions regarding our dress code, please ask your General Manager.

hg Dress Code

Because your appearance at work is a direct reflection of the honeygrow brand, you are expected to maintain an appearance that is neat, clean, and industry appropriate. Your appearance may not be offensive to guests or other team members. It is honeygrow management's right to determine whether your attire is appropriate. If your Manager determines that your dress or appearance is inappropriate, you will be sent home to correct your dress or appearance, and will not be paid for the time away from work.

Repeat violations may result in disciplinary action.

Shoes: Closed toe and closed heeled shoes only with non-slip soles that permit walking safely on wet or greasy floors. Crocs are not permitted to be worn in the restaurant. Shoes must be clean, in good condition, and have soles that are not excessively worn out. Socks must be worn.

Pants: Dark blue or black denim jeans only. Jeans must be long enough to touch the top of the shoe and worn at the hip. Underwear must not be shown.

Shirts: honeygrow logoed t-shirt. Shirts must be in good condition, not soiled or stained. Shirts must fit at the sleeve. You will receive two shirts and may purchase additional. You may wear a long sleeve black or white shirt under your hg shirt.

Head Gear: You will receive one honeygrow hat or bandana. It must be clean and unsoiled and should be worn at all times.

Grooming: Your hair should be clean and well groomed. Long hair must be pulled back into a ponytail and contained in a hair net. Hands, fingernails, and fingernail polish (if any) should be well groomed, as well. Facial hair, if any, must be neat and well-trimmed. Beards must be contained in a beard net. Upon request, we will make reasonable efforts to accommodate team members' grooming that is related to their sincerely held religious beliefs and which conflict with any current

RESTAURANT POLICIES + PRACTICES

requirement. Excessive facial/body piercings are not acceptable. Facial tattoos are not acceptable. Offensive tattoos must be covered.

Accessories: No excessive cologne, perfume, make-up or jewelry. Because we are in the food service industry, earrings longer than one inch and other dangling jewelry are prohibited. You may not wear bracelets, watches, rings, or any other hand/wrist jewelry. No unauthorized buttons can be worn.

Medical Alert Accessories: Medical alert accessories can be worn in the form of a necklace (tucked into your shirt) or an anklet. For food safety reasons, employees cannot wear bracelets on their wrists.

*honeygrow requires that all clothing and accessories worn during working hours are safe for the kitchen environment. If you require reasonable accommodations due to religious beliefs, please contact Human Resources at: hr@honeygrow.com

ACCIDENTS + EMERGENCY SITUATIONS

Report all accidents, no matter how minor they seem, to the supervisor or General Manager on duty. In the event of an emergency, like an apparent injury or choking situation, notify a supervisor or General Manager immediately. Supervisors, General Managers, or other trained, designated team members are responsible for administering CPR, choking procedures, or appropriate first aid. Manager on duty must submit a Workers' Comp Incident Report through the online portal as soon as possible after the incident has occurred.

Crime + Robbery

If you are ever involved in a robbery, DO NOT RESIST. Statistics show that people who resist are three times more likely to be injured than people who do not resist. The safety of you, your fellow team members and guests is our highest priority. Don't be a hero, always cooperate fully and do not resist!

Fire Protection

All team members must know the specific location and operation of fire protection in the restaurant. The restaurant is equipped with many fire- extinguishing systems in the ducts, hood, over the stoves and other cooking equipment that contains a dry chemical. They can be set off immediately by pulling the ring attached to each system. We also maintain handheld CO2 systems in the kitchen. Be very specific before setting off a fire alarm or notifying someone to take action.

RESTAURANT POLICIES + PRACTICES

If the fire alarm sounds, assist guests to the nearest fire exit and out of the building immediately. Tell them the restaurant is under “Fire Alarm Status” and it is their responsibility to leave the restaurant through the nearest exit.

TRADE SECRETS

During the course of employment, team members will have access to secret and/or confidential information, and other knowledge owned by honeygrow. Proprietary information is defined as “the whole or any part of any scientific, commercial or technical information, design, process, procedure, formula, ideas, know-how trade secrets, policies, reports, financial information, systems, or any other object or document developed for the company’s business.” Our internal business practices, procedures, and recipes are of great value to honeygrow. Team members are not to disclose any proprietary processes or recipes to any person unless directed to by honeygrow’s management in writing.

This restriction is effective both during your time as a honeygrow team member and after your employment ends. Nothing in this policy is intended to interfere with or limit a team member’s rights under Section 7 of the NLRA, including cooperating with NLRB investigations or assisting team members with workplace concerns.

Notwithstanding the foregoing, team members shall not be held criminally or civilly liable under any Federal or State trade secret law for their disclosure of a trade secret that is made in confidence to Federal, State, or local government official or to an attorney provided that such disclosure is:

- (i) solely for the purpose of reporting or investigating a suspected violation of law;
- (ii) made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal;
- or (iii) if a team member files a lawsuit for retaliation by the company for reporting a suspected violation of law and where such disclosure is made to the team member’s attorney, files all documents containing any trade secret information under seal, and does not disclose any such trade secret except pursuant to a court order.

SOLICITATION

Team members: There should be no solicitation or distribution of literature of any kind by any team member during actual working time of the team member soliciting or the team member being solicited. Working time does not include lunch and rest breaks. Similarly, solicitation or distribution of literature is strictly prohibited in working areas or guest service areas. These limitations are in place in order to uphold honeygrow’s restaurant policies, including sanitation, safety, and customer service.

RESTAURANT POLICIES + PRACTICES

Any team member who violates any part of this policy will be subject to counseling and disciplinary action up to and including dismissal.

Non-Employees: Non-team members are prohibited from soliciting and distributing literature at all times anywhere on Company property. Non-team members have no right of access to any area of the premises other than areas open to the public, and then only in conjunction with the area's public use.

RESIGNATIONS

You are requested to give a two-week notice of your plans to leave employment. A notice is important so that we have time to hire someone to take your place.

Final Check

Your final paychecks will follow the hg's normal payroll practices unless required differently by Federal and or State Law.

EMPLOYMENT VERIFICATIONS

There may be times when you receive a written or verbal request to verify an individual's current or past employment with the Company. We believe this information is confidential. It is the Company's policy to only confirm or deny dates of employment. Supervisors or other team members may not provide personal or employment information on a current or former team member. Please direct all inquiries to The Work Number: 1-877-442-9963 honeygrow's company code is 20754.



IMPORTANT NOTICE

honeygrow® Confidential Information

This manual is proprietary to honeygrow® and is protected by the copyright laws of the United States of America. Under no circumstances may any part of this Manual be copied, transmitted, reproduced or disclosed to third parties in any form without the prior written approval of honeygrow®

Copyright © 2025 by honeygrow® All Rights Reserved.