



HANDBOOK AMENDMENT

DATED AUGUST 11TH 2021

The employee handbook will be amended as follows:

1. For all stores whose open time is 9 AM, the employees who open that location will clock in at 9 AM. Unless otherwise approved, all clock ins that are done before 9 AM will be readjusted to reflect 9 AM. No work should be done on site before the store open time. There is no prep work involved in this work, the cleaning and set up should be done the night before.
2. All employees are required to purchase a minimum \$25 worth of company merchandise on a quarterly basis. All purchases will have receipts submitted to our admin for reimbursement of the \$25. These purchases need to be made before January 1st, April 1st, September 1st and October 1st.