

BILLY'S BURGERS

Billy's Burgers Boviners – the exclusive Billy's Burgers gourmet club

This has been a pivotal year for the company in growth, but also development of our infrastructure and business processes. We'll continue to focus on our internal systems over the next year.

Specific growth areas include *Billy's Burger's Boviners*, our exclusive Billy's Burgers gourmet club, which has seen a 6.7% increase in market share over the last year.

Billy's Burgers Employee Handbook

All employees of Billy's are considered part of the extended family.

Personal Hygiene

All employees are required to shower or have a bath before coming to work. It is desirable that you use a deodorant regularly. You may also use a light perfume or after-shave providing it is not too over-whelming and strong. Brush your teeth prior to leaving for work to prevent bad odours and other dental problems.

All employees must be clean-shaven for their shifts. However, beards are acceptable providing that they are kept short and trimmed.

Attendance

Employees are required to report to their shift supervisor no later than 15 minutes prior to the scheduled commencement of the shift. Where duty clocks have been installed you are required to clock in and out at the start and end of each shift, and for meal breaks.

If you cannot make a shift, you are required to arrange a replacement for yourself and contact your shift supervisor advising of the change as soon as possible.

Eating and Drinking

All employees are entitled to a Billy's Burgers Bulky Burger Meal per 8 hour shift. This meal should be eaten in the employee meal area. Under no circumstances should food or drink be consumed while on duty, at the cashiers, or in the food preparation area of Billy's Burgers.

Smoking

Smoking is not allowed in a Billy's Burger's store at any time. Employees wishing to smoke must do so only during shift breaks and outside of the store. Employees are not permitted to smoke whilst wearing a Billy's Burgers uniform.

General

All employees of Billy's Burgers are considered part of the extended family. How Billy's Burgers appears to its customers, what image it portrays to the wider community, and ultimately how much the family prospers, depends upon you.

Grace Harris
General Manager









