



Employee Handbook

December 2013

Works Cited

“AMF Core Values and Mission Statement.” *AMF*. Web. 29 Nov. 2013. <<http://www.amf.com/careers/core-values-and-mission-statement>>

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Disciplinary Actions

Immediate Termination

Sometimes an immediate termination is appropriate. Some, but not all, of the things that may lead to immediate termination or listed below. If you have any questions, contact your manager.

- Willful violation of a company rule that is extreme
- Willful violation of safety rules
- Actions which endangers the safety of another person
- Being under the influence of drugs or alcohol while at work
- Insubordination
- Theft of company or employee property
- Dishonesty
- Immoral conduct or indecency on company property

Procedures for Other Corrective Actions

Step One: Verbal Reminder

Your manager will meet with you to discuss the issue.

Step Two: Written Reminder

If the issues continue unresolved within a 12 month period of receiving a verbal reminder, your manager will again meet with you to discuss the issue and ways to fix the problem. After the meeting, you will be given the written reminder.

Step Three: Termination

If your actions continue without improving at any time after a written reminder, your manager may review the situation and may recommend termination. If the instance is severe, you may be terminated immediately.

Disciplinary Actions

Immediate Terminations and other Corrective Actions

Introduction
Welcome to the Family
About this Manual

b. Test Result Reports

Any employee that has taken a drug test shall immediately know his results. The employee may be given a copy of the results if requested.

7. Confidentiality of Test Results

Bowlmor AMF will not disclose any test results of the employee being tested without their expressed permission.

8. Consequences of Refusal

Employees and applicants may refuse drug and alcohol testing. However, employees who refuse to take a test may be immediately discharged. Applicants who refuse to take a test will not be hired and will not be reconsidered for the job.

9. Consequences of a Positive Test Result

a. Employees

If an employee's test results are positive, the employee will be suspended immediately.

b. Applicants

If an applicant's test results are positive, the applicant will not be hired and will not be reconsidered for the job.

c. Legal Drugs/Medication

Employees will not report to work while impaired by any legal drug without management's approval. Management's approval will be based on the employee's ability to perform their assigned tasks safely and efficiently.

5. Drug and Alcohol Testing

Bowlmor AMF may require that employees and applicants provide saliva samples for drug and alcohol testing. Testing might be required for the following reasons:

a. Reasonable Suspicion Testing

Bowlmor AMF may require an employee to take a drug and alcohol test if management has reasonable suspicion that the employee:

- i. has violated the rules prohibiting the use and possession of alcohol or illegal drugs while working, while on Bowlmor AMF property, or while on duty
- ii. is under the influence of alcohol or illegal drugs while working, while on Bowlmor AMF property, or while on duty

b. Post-Accident Testing

Bowlmor AMF may require an employee to take a drug and alcohol test as soon as possible after a work related accident.

c. Applicant Testing

All applicants will be required to take a drug test.

6. Testing Procedures

a. Cost of Testing

Bowlmor AMF will pay for any drug and alcohol test that it requests or requires.

Introduction

Welcome to Bowlmor AMF. The purpose of this handbook is to offer general guidelines and summarize the company's policies and procedures.

All employees must read and agree to follow the contents of this manual. If you have any questions about any part of this handbook, contact your manager.

Congratulations on joining the Bowlmor AMF family. Bowlmor AMF values your help and welcomes your ideas. Please let us know if you have any suggestions

Mission Statement and Core Values

Substance Abuse Policy

1. Purpose of Policy

Bowlmor AMF strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol use by its employees. Bowlmor AMF has a **zero tolerance policy for drug and alcohol abuse on the job**. The use or possession of drugs or alcohol on the job is unacceptable and poses a risk to the safety and security of Bowlmor AMF facilities and employees. Substance abuse endangers everyone, user included, and creates problems at the workplace, such as increased risk of injury, decreased productivity, and a decline in the quality of the goods and services Bowlmor AMF offers. For these reasons, Bowlmor AMF has created this Substance Abuse Policy.

2. Scope of Policy

This Policy applies to all Bowlmor AMF employees, including management.

3. Distribution of Policy

All employees will receive a copy of this Policy and will be required to sign that they have read and agreed to the terms.

4. Work Rules

a. Alcohol

Employees may not use alcohol while working, while on Bowlmor AMF property, or while on duty.

Employees may not work or report to work under the influence of alcohol.

b. Illegal Drugs

Employees may not use, or have in their possession, illegal drugs while working, while on Bowlmor AMF property, or while on duty. Employees may not work or report to work under the influence of illegal drugs or with detectable levels of illegal drugs in their system.

Substance Abuse Policy

Mission Statement and Core Values

Mission Statement

Fun for Families

Keep it clean and safe so they can relax.

Serious for Sport

Take care of the bowling details for the leagues.

Do that and everyone will have a good time. But add great services, along with good food and drinks, and you'll be **turning good times into great times.**

Core Values

Our core values is what keeps the ball rolling.

Understand What Matters

Build customer relationship by creating a memorable experience whether it's for the competition or just for fun.

Smile, It's Contagious

Have a great time working at a place where your job is to sell fun.

Respect for All

Embrace diversity and individual differences by extending courtesy and consideration to our customers, to our vendors, and to each other.

Do the Right Thing

Always be fair and honest. Take responsibility for your actions. Follow the Open Door Process.

Take Care of Each Other

Work together as a team to maintain a safe and secure environment.

General Employee Information

Dress Code and Personal Appearance

Your uniform, personal appearance, and behavior is important to the professional image Bowlmor AMF promotes. Bowlmor AMF staff must adhere to a certain dress code appropriate to the workplace and your position held. Employees that fail to follow these guidelines may be subject to disciplinary action, up to and including immediate discharge.

Dress Code

All non-managerial Bowlmor AMF employees must wear:

- black slacks
- black non-slip shoes
- an AMF shirt and hat
- a lanyard (for their AMF swipe card)

All managerial Bowlmor AMF employees must wear:

- black slacks
- black non-slip shoes
- a collared shirt
- an AMF hat
- a lanyard (for their AMF swipe card)

Personal Appearance

- All employees must be clean shaven.
- Colored hair is allowed if the color is not too vivid. If the hair color is extreme, it will not be allowed.
- All jewelry must be removed before arriving at work. Gauges or facial piercings are forbidden.
- Tattoos must be kept hidden at all times.

Dress Code and Personal Appearance

General Employee Information

Equal Opportunity Employment

Bowlmor AMF will not discriminate on the basis of race, color, religion, sex, sexual orientation, age, physical or mental disability, or any other legally protected classification when making hiring and employment decisions. Our management is dedicated to fulfilling this policy under all circumstances and with respect to the general treatment of all employees.

Conditions of Employment

Your employment at Bowlmor AMF depends on:

- the submission of a valid photo ID
- the right to work in the United States
- the completion of a background test
- the completion of a drug test

Introductory Period

The first 30 days of employment at Bowlmor AMF are considered an Introductory Period. This is a time to get to know your fellow employees and to get acquainted with your job, including Bowlmor AMF products and services. During this time your manager will work closely with you as you become more comfortable with your job and the duties associated with your job.

Personnel Files

It is important that you keep your personnel files up to date. You must notify your manager if there are changes to your:

- home address
- marital status
- legal name
- contact information
- emergency contact information

Accidents and Injuries

Bowlmor AMF is required by law to keep records of all illnesses and accidents that occur at the workplace. As a Bowlmor AMF employee, you are required to report any illness or injury, no matter how slight. If you are hurt or become ill, contact your manager. If you do not report an injury, you may be subject to disciplinary action and may lose your right to workers' compensation. If you have any questions or would like more information, please contact your manager.

Company Meetings

Occasionally we will hold a company meeting. Your attendance at the meeting is required, and workers will be paid for their time at the meeting. If you are unable to attend the meeting for any reason, contact your manager.

Resignations

If you anticipate having to resign from Bowlmor AMF, a written notice is appreciated two weeks in advance. Please send your written notice to your manager.

Hiring Policy

No one may communicate anyone that they can get them a job. We always welcome referrals, but we must set the right expectations

Hiring Policy

Payroll

Payroll

- Payday is the Friday of every week. If the payday is on a holiday, then the payday will be the next Monday.
- We make every effort to avoid errors in your paycheck. If you believe an error has been made, contact your manager immediately. Any necessary action to research and correct the mistake will be quickly made.