

Meals Direct, LLC
Salary Non-disclosure Agreement

I, _____ agree not to disclose the details of my earnings and the content of the agreed and/or signed employment to any fellow employee or staff member of Meals Direct, LLC throughout the duration of my employment with Meals Direct, LLC.

Employee Name: _____

Date: _____

Management Signature: _____

Date: _____

Meals Direct LLC

NO SHOW, NO CALL = NO JOB

Employees are required to report for work punctually and to work all scheduled hours. Employees must personally contact their immediate supervisor as far in advance as possible whenever they are unable to report for work, knowing they will be late or must leave early, but no later than the start of his/her regular shift. An employee who is absent from work for two consecutive days without proper notification, or who is absent on more than one occasion without proper notification is considered to have abandoned his/her position and voluntarily terminated his/her employment as of the last day worked.

NO CALL/ NO SHOW

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a final written warning, the second separate offense may result in termination of employment with no additional disciplinary steps. Any no call/no show lasting three days is considered job abandonment and will result in immediate termination of employment.

PROCEDURES

No disciplinary actions will be taken without the direct involvement of the Office Manager/ HR representative. All warnings will be delivered by the direct supervisor, manager, or the Office Manager/ HR Representative as circumstances require.

Employee Name (print): _____

Employee Signature _____

Date: ____/____/____



Behavior Standards

Please Read Carefully

The standards set forth below are essential for maintaining a safe, healthy and responsible working environment for all employees. Listed below are certain expectations that require special attention. The expectations listed are what is **NOT** in the best interest of the best interest of the employee or the company and are examples of unacceptable workplace behavior.

- Theft or inappropriate removal or possession of company property without authorization.
- Intentional falsification of time records, financial data or other company business records
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operation of employer-owned vehicles or equipment.
- Fighting, threatening behavior or any other form of violence directed towards our customers or other employees.
- Negligence or improper conduct leading to damage of employer-owned or customer owned property.
- Violation of safety or health rules.
- Improper use of restaurant facility, including bathrooms.
- Sexual harassment or any other form of harassment.
- Unauthorized use of telephones, tipping system, cash register or other employer-owned equipment.

These types of conduct are **NOT** permitted nor will they be tolerated and are therefore subject to disciplinary action, up to and including termination of employment without notice. This list may not be all inclusive and the company reserves the right to enforce other workplace behavior standards similarly.

ACKNOWLEDGEMENT

Employee Name _____ Date _____

Employee Signature _____ Date _____

MEALS DIRECT, LLC
3853 Aramingo Ave, Unit 27, Philadelphia, PA 19137
Phone : 215-315-9484

Authorization for Direct Deposit

This form authorizes MEALS DIRECT, LLC to send payroll electronically to my account indicated below and to other accounts identified in the future. MEALS DIRECT, LLC is not responsible for any deposit sent to a wrong account. Therefore, I confirm that the below listed account is my correct deposit account.

Account Type: Checking_____ Savings_____

_____	_____	_____
Bank Name	City	State

_____	_____
Bank Routing # (ABA#)	Account #

This authorization will be in effect until MEALS DIRECT, LLC receives a written notice from myself to stop direct deposit or make any changes.

_____	_____
Print Name of Employee	Date

Signature of Employee