

# **TEAM MEMBER HANDBOOK**



**TACO  
BELL™**



# Welcome to the Team!

Welcome to Taco Bell! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us.

You are joining an organization with a purpose to feed people's lives with más. Our employees are encouraged to live by the HUNGRY Principles and create experiences that help people get a little more out of their day. With your active involvement, creativity, and support Taco Bell will continue to achieve this goal. We sincerely hope you will take pride in being an important part of Taco Bell's success.

Please take time to review the policies contained in this handbook. If you have questions, ask your General Manager, Area Coach, or contact your Human Resources Manager.

**At ColCal Colorado, Inc., we pledge to be the best place to work, eat, and own. We start by hiring the best people then provide them with opportunities for growth. We passionately serve food and create experiences that help people get a little more out of their day. As owners, we thrive on creating something bigger than ourselves while ensuring the company is rewarding and successful.**



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### Employment of Authorized Workers

It is Taco Bell’s policy to comply with all federal and state laws governing the employment of authorized workers, including the Immigration and Reform Control Act of 1986 (IRCA), which requires employers to verify work eligibility of employees by: 1) examining their identification documents and 2) ensuring timely and correct completion of Form I-9.



## SECTION 1: YOUR EMPLOYMENT AT TACO BELL

### At-Will Employment

Taco Bell follows an At-Will Employment policy. At-Will Employment is defined as, the employer or employee may terminate an employment relationship at any time with or without cause or prior notice provided the termination does not violate federal, state, or local laws. Full-time, part-time, temporary, and other employees are considered “employees at-will”.

### Giving Notice of Termination

Restaurant employees are not required to give notice of termination. However, TACO BELL restaurant employees as a courtesy should notify their GM at least two weeks before they plan to terminate employment.

### Authority Over Employment

The company President and/or Vice-President are the only positions at Taco Bell with the authority to:

- Enter into any agreement for employment for a specified period of time.
- Change the At-Will Employment Policy.

**NOTE:** No other officer, manager, or representative of Taco Bell may waive the terms and requirements of the At-Will Policy.

### Right to Change Employment Conditions

Taco Bell may do the following with or without notice:

- Demote a Taco Bell employee.
- Transfer a Taco Bell employee to another location.
- Change a Taco Bell employee’s hours.
- Change a Taco Bell employee’s compensation.

Taco Bell always aims to accommodate all employee needs but reserves the right to change employment conditions for the good of the business when necessary.



## EQUAL EMPLOYMENT OPPORTUNITY (EEO)

*Taco Bell is committed to preserving an employment environment free from all discrimination, and will not tolerate any discrimination based upon race, gender, color, religion, national origin, ancestry, age, mental or physical disability, sexual orientation, pregnancy, marital status, or veteran status. This policy applies to all personnel actions, including hiring, compensation, benefits, scheduling, transfers, promotions, career development, training, discipline, and discharge decisions. Taco Bell and its employees will obey all federal, state, and local equal employment opportunity laws.*

*Applicants and employees are also protected from intimidation, discrimination, and other forms of retaliation for filing complaints of discrimination, assisting in an investigation of alleged discrimination, or opposing any employment practice that is believed to be discriminatory or illegal.*

*Employees who engage in discrimination toward customers, vendors, or other employees are subject to disciplinary action up to and including discharge.*

Position	Responsibility
GM	<ul style="list-style-type: none"> <li>• Comply with this policy.</li> <li>• Ensure that all employees comply with this policy.</li> <li>• Conduct or delegate investigations of policy violations and provide constructive discipline as needed.</li> <li>• Post required EEO posters in the restaurant and ensure that you and your management team understand the policy and act in accordance with it.</li> <li>• If you receive a charge of discrimination from the EEOC or equivalent state agency, follow the procedures outlined by your company.</li> </ul>
AGM	<ul style="list-style-type: none"> <li>• Comply with this policy.</li> <li>• Investigate policy violations at the GM's direction.</li> </ul>
Shift Lead and Team Members	<ul style="list-style-type: none"> <li>• Comply with this policy.</li> </ul>

### Employment of Authorized Workers

It is Taco Bell's policy to comply with all federal and state laws governing the employment of authorized workers, including the Immigration and Reform Control Act of 1986 (IRCA), which requires employers to verify work eligibility of employees by: 1) examining their identification documents and 2) ensuring timely and correct completion of Form I-9.

The I-9 Form must be completed on or before the employee's first day of work, and only after an offer of employment has been accepted. It may not be used as a screening tool for job applicants.

Taco Bell does not hire, or knowingly continue to employ individuals who do not have authorization to work in the U.S. Taco Bell also does not continue to employ individuals who provided fraudulent documents or falsified the I-9 Form upon hire, even if the person has since become legally authorized to work.

RGMs at Taco Bell are responsible for the correct completion of the I-9 Form, including a careful review of the original documents presented by the employee.

RGMs will be held accountable for any issues/violations of the policy including those listed below:

- Failing to follow the I-9 Compliance Process, including timely completion and submission of the I-9 Form for auditing and SSN verification.
- Knowingly hiring individuals who are not authorized to work. This includes actual knowledge, or acceptance of questionable, false or inaccurate documentation, or ignoring reasonable information that the employee is unauthorized to work.
- Continuing to employ individuals who the manager is aware are working without legal authorization.
- Allowing someone to work under another person's identity.
- Requiring I-9s to be completed by applicants before an offer of employment has been accepted.
- Allowing individuals to change their identity or social security number. Any such requests should be immediately reported to the appropriate payroll or I-9 Specialist for further direction.

Taco Bell takes seriously its' obligation to employ individuals who are legally authorized to work. Any manager who knowingly hires, or knowingly continues to employ individuals who are not legally authorized to work, will be terminated. Other violations of the policy, including a failure to complete the I-9 Form on or before an employee's first day of work, will result in disciplinary action, up to and including termination of employment.

*Questions? Please contact your I-9 Specialist.*



**PROHIBITED BEHAVIORS**

All Team Members	MIC	GM
<p><b>DO NOT:</b></p> <ul style="list-style-type: none"> <li>• Discriminate against, harass, or intimidate applicants, employees, vendors, or customers based on their race, gender, color, religion, ancestry, national origin, age, mental or physical disability, sexual orientation, pregnancy, marital status, or veteran status.</li> </ul>	<p><b>DO NOT:</b></p> <ul style="list-style-type: none"> <li>• Place documents or notations referencing an employee's race, religion, gender, age, color, national origin, ancestry, mental or physical disability, sexual orientation, pregnancy, marital status, or veteran status in his or her Employee File Folder.</li> <li>• Discuss an applicant's or employee's race, gender, color, religion, national origin, ancestry, age, mental or physical disability, sexual orientation, pregnancy, marital status, or veteran status with other employees.</li> </ul>	<p><b>DO NOT:</b></p> <ul style="list-style-type: none"> <li>• Make employment decisions based on an individual's race, gender, color, religion, national origin, ancestry, age, mental or physical disability, sexual orientation, pregnancy, marital status, or veteran status.</li> <li>• Violate Answer System procedures for personnel actions such as scheduling, hiring, compensation, benefits, transfers, promotions, career development, training, constructive discipline, and discharge.</li> <li>• Ask applicants or employees questions about their color, national origin, gender, race, religion, ancestry, age, mental or physical disability, sexual orientation, pregnancy, marital status, or veteran status, including questions such as:             <ul style="list-style-type: none"> <li>○ Will taking care of your children affect your availability for work?</li> <li>○ Do you plan to have children soon?</li> <li>○ How old are you?</li> <li>○ When did you graduate from school?</li> <li>○ Are you a United States citizen?</li> <li>○ What is your primary language?</li> <li>○ Do you have any disabilities?</li> <li>○ Does your religion prevent you from working weekends?</li> </ul> </li> <li>• Retaliate in any way against employees for filing a complaint of discrimination, assisting in an investigation of alleged discrimination, or opposing any employment practice that they may believe to be discriminatory or illegal.</li> </ul>



**TEAM MEMBER CONCERNS**

All Team Members	MIC	GM
	<p>DO:</p> <ul style="list-style-type: none"> <li>If an employee refuses to work with another employee because of national origin, race, gender, color, religion, age, ancestry, mental or physical disability, sexual orientation, pregnancy, marital status, or veteran status, treat the situation as you would any refusal to work. See the Code of Conduct section of this Book.</li> </ul>	

**CUSTOMER CONCERNS**

All Team Members	MIC	GM
<p>DO:</p> <ul style="list-style-type: none"> <li>If a customer expresses concern about an employee's national origin, race, gender, color, religion, ancestry, age, mental or physical disability, sexual orientation, pregnancy, marital status, or veteran status, contact the MIC immediately.</li> </ul>	<p>DO:</p> <ul style="list-style-type: none"> <li>Refer the customer to Taco Bell's toll-free phone number, 800TACOBELL.</li> <li>Immediately inform the RGM and your MC, AC, or HR Leader about the customer's concern.</li> <li>Contact Taco Bell's Law Department and Public Affairs office as soon as possible.</li> </ul>	<p>DO:</p> <ul style="list-style-type: none"> <li>Call your MC, AC, or HR Leader immediately and report all discrimination, harassment, or retaliation complaints related to this policy. Follow their instructions.</li> <li>If a customer or vendor complains that a violation of this policy has occurred, or you otherwise become aware of a potential violation of this policy, investigate each violation, and provide appropriate constructive discipline, up to and including termination</li> </ul>
<p>DO NOT:</p> <ul style="list-style-type: none"> <li>Discuss the matter with the customer.</li> </ul>	<p>DO NOT:</p> <ul style="list-style-type: none"> <li>Discuss the matter with the customer.</li> </ul>	

**VIOLATIONS**

All Team Members	MIC	GM
<p>DO:</p> <ul style="list-style-type: none"> <li>If you feel you have been discriminated against, harassed, or intimidated because of your race, gender, color, religion, national origin, ancestry, age, mental or physical disability, sexual orientation, pregnancy, marital status, or veteran status, immediately contact the MIC, AC, HR, or The Network.</li> <li>Immediately contact the MIC, AC, HR, or The Network if you feel you have been retaliated against for filing a complaint of discrimination, assisting in an investigation of alleged discrimination, or opposing any employment practice that you believe to be discriminatory or illegal.</li> </ul>	<p>DO:</p> <ul style="list-style-type: none"> <li>Refer all claims of violation of this policy to the RGM.</li> </ul>	<p>DO:</p> <ul style="list-style-type: none"> <li>Call your MC, AC, or HR Leader and immediately report all discrimination, harassment or retaliation complaints related to this policy. Follow their instructions.</li> <li>If an employee complains that a violation of this policy has occurred, or you otherwise become aware of a potential violation of this policy, investigate each violation, and provide appropriate constructive discipline, up to and including termination.</li> </ul>



## WORK SCHEDULES AND REPORTING YOUR HOURS

### Read Posted Work Schedule

Each workweek begins on a Wednesday and ends on a Tuesday. The General Manager prepares and posts a work schedule every Thursday for the upcoming workweek. Your GM will show you:

- Where the schedule is posted.
- How to read the schedule.

### Reporting Hours

You are responsible for reporting your work hours by:

- Clocking in and out when you begin work and finish work.
- Or, if applicable,
  - Use the “Break/In” and “Break/Out key when taking rest breaks.
  - Using the “Out/In” keys when taking unpaid meal periods.

### Working Overtime

Before you work overtime you must ask your manager for approval. When you work overtime, you will be compensated at a premium rate according to federal and state laws. *Colorado law is time and a half for overtime wages.*

### Reporting Hours Worked Mistakes

Alert your GM immediately regarding any mistakes in reporting your hours or contact payroll in the office.

### Get Approval for Time Off

Your GM must approve all requested time off. Give your request to your GM at least one week before the work schedule is posted. Once the schedule has been posted you will need to find coverage for your shift (*see Attendance Policy*) if you need to take time off.

### Pay Period Rule

Employees absent for an entire pay period will be deactivated and will receive a new hire date upon return. All benefits will re-start and begin on the new start date. This policy will take effect only after an employee’s leave benefits have been exhausted. Employees may apply for an exception to the Pay Period Rule and will not be subject to the pay period rule if approved. Speak to your GM about applying for a PPR Exception.

Family and Medical Leave (FMLA), floating holidays, vacation, and Colorado Sick Leave provide eligible employees time off for either emergency or leisure reasons.

### Leave Requests

Leave requests must be made in writing – ask your GM for a Leave Request Form and submit it to the Human Resources Department in the office.





## RULES FOR REST BREAKS, MEAL PERIODS, AND DISCOUNTED MEALS

Everyone needs and deserves a rest break or meal period when working. Taco Bell wants you to feel refreshed and productive while you work by following a few simple rules.

### When to Take Breaks

According to state laws and regulations, you are entitled to rest breaks and meal periods depending upon:

- Your age
- The number of hours you work in a work day

In the absence of state law, Taco Bell policy is to provide employees with reasonable opportunities for breaks during the workday. Breaks will be provided at the manager's discretion based upon the flow of business in the restaurant.

**NOTE:** In every state, all breaks of less than 30 minutes must be paid.

Ask your manager to show you the Rest Break and Meal Period Matrix.

### Where to Take Breaks

You must take your rest break and meal periods away from the food production and cash register service areas.

### Rules for Discounted Meal Items

When you work a shift you may eat one (1) 100% discounted meal up to \$6.00 (pre-tax). Follow these rules for discounted meals:

- You may consume your meal immediately before your shift, after your shift, or on a break.
- You must consume the meal in the restaurant.
- You must place your order as a guest.
- You and your manager must sign the register receipt. The signed receipt must be kept in the cash register drawer in which the order was taken.

### Rules for Beverages

Beverages are free to all restaurant employees during their work shift. Beverages may not be consumed in back of house workstation areas. Pre-packaged drinks such as milk, orange juice, and bottled water must be ordered as a guest for inventory purposes.

**NOTE:** Drink cups are not permitted in work areas.



## YOUR PAY AND PAYMENT OF WAGES

Taco Bell Makes Every Effort To:

- Pay Team Members competitively for similar positions in the quick-service restaurant industry.
- Reward Team Members who achieve and exceed our high standards of performance.

It is important to know about your pay period and paycheck.

### Know Your Pay Period

Taco Bell has a two-week pay period. Each pay period begins on a Wednesday and ends the second Tuesday after. Ask your manager when pay periods are scheduled for your restaurant.

SAMPLE PAY PERIOD CALENDAR						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 <i>Pay Period Begins</i>	4	5	6
7	8	9	10	11	12	13
14	15	16 <i>Pay Period Ends</i>	17	18	19	20
21	22	23 <i>Payday</i>	24	25	26	27
28	29	30	31			

Taco Bell guarantees payment of wages to be available the Tuesday following the end of the pay period. However, we aim to have them available the Friday following the end of the pay period.

### Payment of Wages

Taco Bell is a paperless payday company.

You have two options to sign up for electronic pay:

1. **DIRECT DEPOSIT:** Complete the payroll enrollment form using your current bank account or open a new bank account at a banking institution of your choice.
2. **VISA PAYROLL CARD:** Don't have or want a checking or savings account? Complete the payroll enrollment form. We will provide you with a personalized PAYCHEK PLUS! Visa Payroll Card and your funds will be electronically deposited into an account and withdrawn at ATM's or used at retail stores to make purchases. Visit [paymastr.com/ourtacos.html](http://paymastr.com/ourtacos.html) for more information.

Electronic pay is an excellent benefit for the following reasons:

- ✓ **Timeliness** – Pay is deposited timely and available the morning of payday.
- ✓ **Convenience** – No need to travel to the bank or check cashing venue and stand in long lines. No need to pick up your check while on vacation or on your day off.
- ✓ **Convenience** – Payroll card can be used at most ATMs and retail stores to make purchases.
- ✓ **Economical** – Check cashing fees are eliminated with traditional direct deposit and eliminated or reduced with the payroll card.
- ✓ **Efficiency** – Can elect to have pay deposited into one or more accounts.
- ✓ **Safety** – No need to carry around large amounts of cash. No lost, stolen, or washed checks.

If you do not enroll in either program, you will automatically be enrolled in the Visa Payroll Card program. We are excited about offering these programs to you and we know that you will appreciate their many benefits.



## ONLINE PAYSTUBS AND W2s

ColCal is pleased to offer electronic paystubs and W2s. The benefits for you are:

- Earlier access
- Access from any location, even if you move.
- Print or send as many copies as you need.
- Access any pay stub or W2 at any time, no need to request archived copies from the office.
- Update your contact details.
- Update your direct deposit information.

We are excited to offer this program not only for environmental savings but also to put your pay information in your hands wherever and whenever you need it.

To access online paystubs and W2s visit [netchex.net](http://netchex.net). For information on enrolling in Netchex please see the 'Employee Guide to Netchex' in the Disclosures and Attachments section of this Employee Handbook.

By receipt of this document, I acknowledge that I will receive my paystub and W2 electronically. I understand that no paper paystub or W2 will be sent. This election will remain in force until a change is requested in writing to the office at the address listed below. If consent is withdrawn, it will be for those paystubs and W2s not yet issued. This process need not be repeated annually.

**Send change requests to:**

ColCal Colorado, Inc.  
Attn: Katy Basinger  
607 25 Road, Suite 100  
Grand Junction, CO 81505



## 401(K) RETIREMENT PLAN

We value your contribution to the success of Taco Bell, and we believe that it's important to help you achieve your retirement goals. That's why we are excited to offer you a 401(k)-retirement savings vehicle. A 401(k) plan is perhaps one of the best available retirement savings options.

To help you achieve your retirement goals more quickly, ColCal Colorado, Inc. will match 100% of the money you contribute to the plan, up to a maximum of 4% of your annual salary.

Like any savings plan, the sooner you start contributing to your 401(k) the better off you'll be. The compounding that takes place over time can have a significant impact. Even a small contribution can make a big difference in your retirement lifestyle.

To qualify for the 401(k) program, you must meet three minimum requirements:

- 21 years of age or over.
- One year of continuous employment with ColCal.
- Worked 1000 hours in the previous 12-month period.

Upon meeting the above criteria, you will be automatically enrolled into the 401(k)-retirement plan. If you prefer not to participate in the program, you may opt out at any time. Your contribution is automatically deducted from your salary at each pay period, making it easy to set aside money for retirement. You only pay income tax when you withdraw money from the plan. Your contributions are made on a pre-tax basis, meaning you immediately reduce the salary you pay taxes on. Additionally, any gains your investment achieves are tax deferred. This can lead to a significant accumulation of retirement funds. Roth deferrals are also available.

Our 401(k)-service provider offers daily performance reporting and transactions anytime you need them via an interactive website. They also provide easy-to-read statements and helpful education materials for your convenience.

You work hard for Taco Bell, and we want to make sure you have the retirement you deserve.

**Start saving for your retirement now!**



## VACATION AND YOUR EMPLOYEE BENEFITS

You may be entitled to a vacation and certain employee benefits. The vacation and benefits you receive depend upon your position.

- Above Store Leaders and certain levels of management (Office Staff, Area Coach, Facilities Captain, General Manager, or Assistant General Manager) OR
- Team Member and Shift Leaders

### Vacation Policy and Team Member Bonus

Use this table to determine what vacation time you may receive and how or when you earn it.

Position	Vacation or Bonus	When Earned
Team Member	Bonus equivalent to one week of pay.	Anniversary date if requirements met.
AGM, Facilities Captain	Two weeks of paid vacation.	Accrual begins immediately.
ARL and GM ( $\geq 5$ years)	Two weeks of paid vacation.	Accrual begins immediately.
ARL and GM ( $\leq 6$ years)	Three weeks of paid vacation.	Accrual begins immediately.

### Receiving Vacation Pay

Taco Bell pays you for your earned vacation time based on the average number of hours worked each week during the year prior (not to exceed 40 hours per week). For Shift Leaders, AGMs, and GMs to receive vacation pay, they must take their earned vacation time. Team Members will receive a week of pay (Bonus) to be paid out on the Team Member's anniversary date. To be eligible for this bonus payout, Team Members must have one year of continuous service and an average of 30 hours or more per week during the year.

### Additional Benefits

Benefit	Who is Eligible?	When are they eligible?
On-the-job training (current and future positions within Taco Bell)	All positions	Available the first day of hire and continuing throughout a career with Taco Bell.
401(k) Retirement Plan	All positions. Must be 21 or over and worked 1000 hours in the prior 12 months.	After one year of continuous employment.
Paid Holidays – Thanksgiving and Christmas	ARL, GM, and AGM	After 60 days of continuous employment.
“Any two food items and a drink” coupons each payday	Above Restaurant Leaders, General Manager, Assistant General Manager	ARL (3 coupons), GM (3 coupons), AGM (2 coupons)
1 Free Meal per workday up to \$6.00 (pre-tax)	All Positions	ARL, GM, AGM, Shift Lead, and Facilities Captains
Workers' Compensation Insurance (coverage for expenses involving work-related injuries or illnesses)	All Positions	Available beginning the first day of hire.
Medical, Dental, Health Expense and Day Care Reserve Accounts (Cafeteria Plan).	All Positions	After 60 days of continuous employment for all part and full-time positions. 1 Year for variable hour positions <b>and</b> a 30-hour average worked per week maintained. Open enrollment January 1.

Once you are eligible for insurance benefits you will receive information about your insurance benefit options. You may contact your General Manager or the office for questions or further information.



## RULES FOR PARKING AND PERSONAL BELONGINGS

### Rules for Parking

To keep our guests delighted and our Team Members safe, follow these parking rules:

- During the daylight hours, park in spaces furthest away from the restaurant entrance to allow guests easy access to our restaurants (so long as this does not create a safety hazard for employees or guests).
- After dark, park where your vehicle is visible from inside the restaurant.
- During late-night hours (10:00 PM to close), park near the door that you will exit from at the end of your shift.
- **NEVER exit at close through the back door.**

### Rules for Personal Belongings

Store personal belongings in designated areas only. DO NOT bring valuable items to work. This will prevent theft or loss of your belongings. Taco Bell is not responsible for misplaced or lost items.



## SECTION 2: TRAINING SCHEDULE TRACKER

Team Member Name: \_\_\_\_\_

Date Hired: \_\_\_\_\_

General Manager Name: \_\_\_\_\_

	Date	Shift	Topic	Trainer
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				
Day 11				
Day 12				
Day 13				
Day 14				
Day 15				
Day 16				
Day 17				
Day 18				
Day 19				
Day 20				

NOTE: You will be paid for your time spent in training.



## OUR ONE TEAM PHILOSOPHY

Our company prefers to deal with people directly, rather than through a representative. Our policies and programs are specifically designed to meet the needs of employees by providing a positive environment where each employee enjoys the maximum opportunity for open communication, conflict resolution, job satisfaction and job advancement based on skill and effort.

Considerable thought and commitment have gone into the development of our style of management. Employees deal directly with management on all issues here with complete freedom to think and speak for themselves and are rewarded for their individual merit and achievements. We are committed to treating our employees respectfully and fairly, and we do so without monthly dues, the threat of strikes, arguments, or artificially created tensions which too often result when outside representation is involved.

Simply put, our philosophy has always been that we will respect our employees, their desires and needs, whatever they may be, and we do not feel that a union is necessary at our company.





## SECTION 3: POLICIES

### TEAM MEMBER CODE OF CONDUCT

At Taco Bell we believe in creating a positive environment for our employees and guests. We insist that everyone demonstrate the “Taco Bell Way” by following a few basic work rules which we have outlined below. All work rules apply when you are on Taco Bell property regardless of if you are working, visiting, or are on a break. Some rules of conduct apply to behaviors that happen away from the job. If you want more information on our rules contact your General Manager, Area Coach, or Human Resources Manager.

#### The Golden Rule

Always treat others the way you want to be treated – with honesty and respect.

#### Equal Employment Opportunity

Taco Bell is an equal opportunity employer. We apply our work rules and employment practices consistently and without bias in regard to race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, marital status, or veteran status. If you believe a manager or co-worker is not following this policy, speak to your GM, Area Coach, Director of Operation, or Human Resources Manager.

#### Anti-Harassment Rules

Taco Bell is committed to providing a comfortable environment which is free from harassment of all kinds. Refrain from making sexual jokes, suggestive comments, innuendos, touching someone in a manner they might not like, or making gestures of a sexual nature. Avoid making unwelcome or derogatory comments about a person’s race, ethnic background, age, disability, religion, sexual orientation, gender identity, marital status, or veteran status in which a person would likely find offensive. This includes stereotypical classifications or descriptions and jokes based upon such attributes. Your managers are strictly prohibited from requesting or requiring that you submit to a sexual relationship and may not discipline you for refusing such advances.

#### Staying “Cool”

If someone upsets you give yourself time to cool down before you react. Express yourself in a calm and respectful way. Never act in anger, threaten others, use abusive language, fight or cause harm to a guest, co-worker, or supervisor.

#### Be Dependable

Arrive at work every day you are scheduled, on time and ready to work. If for valid reason you cannot work a scheduled shift or will be late and are unable to obtain coverage for your shift, give your manager at least four hours advanced notice so that they can find someone to replace you. If you are working an opening shift and are unable to make it to work continue to call the restaurant until you reach a manager. If you must leave your shift early, get permission from the MIC. Consistent attendance is a critical expectation of your job.

#### Confidentiality

Employees and companies have a right to keep certain information private. This includes information about our food, sales, customers, and pricing information. In addition, information about your co-workers and managers is private including their telephone numbers, addresses, and any other personal information. This does not prohibit team members from disclosing or discussing personal confidential information with one another, so long as team members do not come into possession of such information through access that they have as part of their formal company duties.

#### Drugs and Alcohol

Arrive at work with a clear head sober and free from the effects of alcohol and drugs. You are not permitted to drink alcohol or use illegal drugs on company property and may not bring alcohol or illegal drugs to the restaurant. If you are taking a prescription drug that will limit your ability to do your job or which could be a safety hazard, tell your manager before you begin working. It may be best to avoid working while on such medication.



### Employment of Relatives

We urge you to tell your friends and family members how much you enjoy working at Taco Bell and encourage them to come work for us too. However, Taco Bell does not believe that a manager should supervise a family member such as a husband, wife, brother, sister, son, daughter, parent or grandparent. If any of your supervisors is a relative let your manager or Area Coach know immediately. They will likely offer a transfer where possible, or take other steps to resolve the matter.

### Company Records

When completing company records such as applications, timecards, financial, or cash handling records always provide information that is truthful, accurate, and complete. You should also verify the accuracy of your pay by reviewing your paystubs at the end of each pay period.

### Criminal Activity

Never break the law on or off company property. The commission of a felony, crime of dishonesty, or violent crime while you are employed with us will likely cause us to discharge you. If you are charged with a serious crime Taco Bell may suspend you without pay until the matter is resolved.

### Following Instructions

Follow all reasonable instructions given to you by a supervisor. If you cannot perform a requested task or you believe that the request is unreasonable or that the supervisor's request creates a safety risk, calmly explain your position to the supervisor. If the supervisor continues to ask you to do the work, follow their instructions unless you believe that doing so would create a significant risk to your safety or that of guests or co-workers. In such circumstances ask to resolve the issue with your GM, Area Coach, or Human Resources Manager.

### Proper Use of Company Property and Time

Do not take what isn't yours. Use company time, money, property, and services for company business only. Conduct all cash handling with the utmost honesty and in accordance with cash handling procedures. Be honest in your dealings with guests. Treat company property with respect. Do not neglect, deface, or damage company facilities, equipment, or property. Follow meal policies and do not give food away to unauthorized persons.

### Tobacco and Gum

Do not smoke, use chewing tobacco, electronic or other types of smokeless cigarettes in the restaurant or immediately outside the doors to the dining room. You may do so while on break in outside areas designated by your GM. Designated areas must be away from the building entrances and windows out of customer view.

### No Solicitation

Do not solicit employees for charity or on behalf of any group or organization during the work time of either the employee who is soliciting or the employee who is being solicited. Do not distribute literature at work and do not post material on company property including the bulletin board.

### Uniform and Appearance Standards

Follow the Taco Bell Uniform Guide, as well as the following personal appearance, and hygiene standards. Report to work in a clean wrinkle-free uniform with apron, hat, and proper non-slip shoes. Bathe regularly. Avoid excessive fragrances. Wear only approved jewelry. Groom hair and facial hair. Tattoos if visible, may not include references to profanity, gang association, or sexual content. Facial piercings with a lock are permissible but may not be clear colored.

### Cell Phone and Personal Device Usage

Employees are prohibited from using cell phones or personal technology devices (headphones, earbuds, etc.) during work hours. Employees will be provided with adequate meal and rest periods to use personal devices and may share the store phone number with family members to reach them in the event of an emergency.

### Safety and Security Procedures

We work hard to create a safe environment for employees and guests. You are expected to help by following all security procedures including but not limited to our back-door policy (never used after dark), all procedures for opening and



closing the restaurant, and other crime prevention procedures outlined in the Answer System and ColCal policies. Complying with company safety procedures including using weight belts and bending at the knees rather than back when lifting, avoiding horseplay that could result in an injury, and never bringing a gun, knife, or any other weapon onto company property is a critical job requirement.

### Zero Tolerance for Unsafe Practices and Foul Language

Employees will be written up immediately for running, sliding, slamming doors, throwing objects, walking too quickly around corners, roughhousing, or for not following procedures designed to prevent injury even if there is no resulting injury. Employees will utilize all protective gear including back braces, fry gloves and apron, cut resistant gloves, lizard box cutters, etc. Employees should report any unsafe practices, situations, or environments witnessed in the store to management. Employees who are written up twice for unsafe practices will be terminated immediately even if there is no resulting injury. If an employee's unsafe behavior could result in serious harm to him/herself, co-workers, or customers termination may result due to that one single incident. Any team member or manager using foul language anywhere on the premises, whether on or off duty, will be subject to disciplinary action up to and including termination.

### For Cause and Post Accident Drug Screening

Any employee working under the influence of drugs or alcohol is subject to discipline up to and including termination. Company policy mandates for-cause and post-accident drug screening. All employees are required to follow the company drug and alcohol policy as well as all drug and alcohol policies outlined in the Answer System.

### Food Safety

Serving a safe, healthy product is very important to us and our guests. Failure to follow all food safety procedures could result in a food borne illness or death. Any employee disregarding food safety procedures will be subject to disciplinary action up to and including termination. Follow all food safety and sanitation guidelines and help your co-workers do the same.

### Help Us Get the Facts

If you see someone violate the rules, break the law, or engage in dishonest behavior we want to know. Contact your GM, Area Coach, or Human Resources Manager. If the company is investigating a situation and you have facts related to the investigation, we expect that you will cooperate fully in the investigation and let us know what you may have seen or heard. Refusing to cooperate may lead to disciplinary action up to and including termination.

*We are confident that if you follow our Code of Conduct Taco Bell will be a great place for employees and guests. These rules are important to all of us. If you do not conduct yourself according to the rules you will be subject to discipline up to and including termination. Support the "Taco Bell Way". We are counting on you!*



## MEDICAL PROVIDER POLICY

Our workers' compensation insurance policy provides benefits to employees for injuries and illnesses arising out of and in the course of employment. Workers' compensation insurance is there to protect employers and their injured workers when an employee is injured on the job. It's also designed to ensure that injured workers get the type of specialized care they need to get back to work healthy, safe, and as quickly as possible.

### Designated Medical Providers

All employees should obtain treatment of work-related injuries and illnesses at one of the following locations:

#### Grand Junction

- Grand Valley Occupational Medicine 2004 N 12<sup>th</sup> Street Grand Junction, CO 81501 Phone: 970-256-6490
- St. Mary's Occupational Health 2686 Patterson Road Grand Junction, CO 81506 Phone: 970-298-2001
- Workpartners 2646 Patterson Road Suite A Grand Junction, CO 81506 Phone: 970-241-5585

#### Fruita

- Family Health West Primary Care 281 N Plum Street Fruita, CO 81521 Phone: 970-858-9894

#### Gunnison

- Gunnison Valley Health Family Medicine Clinic 707 N Iowa Street Gunnison, CO 81230 Phone: 970-642-8413

#### Montrose

- Cedar Point Health South Townsend 836 S Townsend Avenue Ste A Montrose, CO 81401 Phone: 970-615-9120

#### Delta

- DCMH Family Medicine 555 Meeker Street Delta, CO 81416 Phone: 970-874-5777

In the event of a life or limb-threatening emergency the insured employee will be sent to the nearest emergency medical facility. Follow-up care should be provided by one of the medical providers designated above.

If an unauthorized medical provider treats an employee, the employee may be responsible for payment of said treatment.

### Acknowledgement

I have read and am fully aware of the company policies regarding medical treatment for work-related injuries and illnesses. I also understand that I must notify my employer in writing of my injury within three days of the injury.

**Workers' compensation FRAUD is a FELONY punishable by 5 years in prison and fines up to \$50,000.**



## HARASSMENT IN THE WORKPLACE – ZERO TOLERANCE POLICY

We are committed to providing a work environment free of harassment. Company policy prohibits sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. *All such harassment is unlawful.* Taco Bell's anti-harassment policy applies to all persons involved in the operation of Taco Bell and prohibits unlawful harassment by any employee of Taco Bell including supervisor, co-workers, and vendors.

Prohibited unlawful harassment includes but is not limited to the following behaviors: verbal conduct such as taunting or name-calling, derogatory jokes or comments, slurs, unwanted sexual advances, invitations, or comments. Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures. Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis. Threats and demands to submit to sexual requests as a condition of continue employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors. Retaliation for reporting or threatening to report harassment is also prohibited.

*Complaint Procedure:* If you believe that you have been harassed you are encouraged to firmly and promptly notify the offender that the behavior is unwelcome. As soon as possible, submit a written or oral complaint to your supervisor, Area Coach, Director of Operations, President, Vice-President, or Human Resources representative (see all contact information below). Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses.

Supervisors will refer all harassment complaints to the Area Coach, Director of Operations, President, Vice-President or Human Resources representative. Taco Bell will promptly inform the employee of his or her rights to assistance and investigate the harassment allegations. Employees need to report improper conduct even if they are not the primary victim.

If Taco Bell determines that unlawful harassment has occurred effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Taco Bell to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination. A company representative will advise all parties concerned of the results of the investigation. Taco Bell will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

Taco Bell encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved.

**Sean McCartney Area Coach** – 970-201-7326

**Tomas Lara Area Coach** – 970-778-6400

**Christie Distel Area Coach** – 970-462-6894

**Sara Donaldson Director of Operations** – 702-688-9616

**Kyle Basinger Vice-President** – 970-261-5235

**Kendi Aubert President** – 970-314-3074



## DRUG AND ALCOHOL-FREE WORKPLACE POLICY

### Drug & Alcohol Policy, Testing Policy, Employee Notice and Acknowledgement/Consent of Employer Testing Requirement:

ColCal Colorado, Inc. is committed to maintaining a safe and productive work environment that promotes both the health and welfare of its employees and the public. The abuse of drugs and alcohol is incompatible with these goals. The primary purpose of this policy is to ensure worksite safety and drug and alcohol related work performance problems by striving for a drug and alcohol-free working environment. As an employer, protection of our people, property, and the public is paramount. This policy should be considered by all employees as a preventative policy rather than a punitive policy.

### Company Policy

It is the policy of ColCal to take all steps necessary to secure the safety of its employees and to minimize threats to the public safety by its employees during working hours. A major factor in both employee safety and public safety is substance abuse. The abuse of liquor and/or illegal drugs, on or off the job, affects job performance. All employees of ColCal should be made aware of the following policy guidelines regarding drug and alcohol abuse:

1. The use, sale, purchase, transfer, possession, or storage of illegal drugs or alcohol while in the course or scope of employment within ColCal or on ColCal property are prohibited. Reporting to work under the influence of drugs or alcohol is also prohibited. Compliance with this policy is a condition of continued employment and non-compliance shall be grounds for disciplinary action which could include immediate dismissal. No alcoholic beverages will be brought onto or consumed on ColCal premises or during ColCal activities except when approved by the executive team in connection with ColCal authorized events.
2. Employees who have illegal drugs or alcohol in their systems or who possess or consume illegal drugs or alcohol on the job have the potential for interfering with their own as well as their co-workers' safe and efficient job performance. A positive drug or alcohol test is considered proof that the employee is in violation of this policy. The use of marijuana, even with a medical marijuana card, is not conducive to a restaurant's safety sensitive nature and remains a violation of Federal law and accordingly such conduct violates this policy. Employees who violate these rules will be subject to disciplinary action up to and including termination.
3. Off the job illegal drug use is proper cause for disciplinary action up to and including termination of employment.
4. Employees who are convicted of offenses involving illegal drugs or alcohol may be in violation of this policy. In deciding what action to take management will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with ColCal, and any other factors relative to the impact of the employee's arrest upon the conduct of ColCal business.
5. Employees taking prescription medications that could adversely affect safe work performance should report any work restrictions promptly to their supervisor or someone in authority with ColCal. Generally speaking, the employee need not reveal the name of the medication or the reason for which it is used. The use of prescription medications pursuant to a prescribed medical treatment program is naturally not grounds for disciplinary action although it is important for ColCal to be aware of such use in order to take safety precautions.
6. For purposes of this policy, "drugs" shall refer to all drugs the possession or use of which are illegal under federal, state, or local law including but not limited to marijuana, hashish, heroin, cocaine, hallucinogens, depressants, stimulants, illegal inhalants, and any other drug not prescribed for current personal treatment by a physician. Alcohol is also considered a drug for purposes of this policy.

### Notice of Employers Testing Requirements

This is to inform you that ColCal dba Taco Bell conducts for-cause and post-accident testing to identify employees who may be abusing drugs and/or alcohol. A copy of ColCal policy on this matter is on the following page of this policy and available in the Answer System Book 6 – Policies and Procedures located on the mytacobell.com website. Copies will be given to you upon request. You have the right to refuse to undergo testing. However, the consequences of refusal to undergo testing or a refusal to cooperate in testing will result in disciplinary action up to and including termination. An employee who fails a test will be subject to disciplinary action up to and including termination. The use of marijuana even with a medical marijuana card is not conducive to a restaurant's safety sensitive nature and remains a violation of federal law and accordingly, such conduct violates this policy. Remaining drug and alcohol free and participation in ColCal drug and alcohol testing program is a condition of continued employment.



## Testing Policy

As part of ColCal's ongoing commitment to establishing a drug-free workplace beginning August 1<sup>st</sup>, 2003, ColCal Colorado, Inc.'s Drug-Free Workplace Policy is in effect. The company reserves the right to administer a drug and/or alcohol test to any employee who, by actions and/or appearance, appears unfit for duty. Why should ColCal be concerned about drug and alcohol abuse in the workplace? Federal experts report that between 6 and 12 percent of all US workers have used an illegal drug in the last month, 12 million Americans struggle with alcoholism, and an astonishing 2 million are regular users of cocaine. Drug and alcohol abusers are: 2.5 times more likely to have absences of 3 days or more, 3.6 times more likely to injure themselves or another employee in a workplace accident, 5 times more likely to be involved in an accident off the job (which in turn affects attendance or performance on the job), 5 times more likely to file a worker's compensation claim, and are responsible for half of all on the job accidents.

Being under the influence of drugs or alcohol on the job adversely affects not only the employee but co-workers and the customer. Not only is safety jeopardized but the product or service can be affected due to low productivity, poor quality, and waste. Moreover, illegal drug and alcohol abuse exposes workers and customers to related criminal behavior such as drug dealing and theft. Employees have the right to work in a safe environment and the customer the right to receive maximum productivity, high quality, and minimum waste from employees. This requires competent and safe employees. Employees under the influence of drugs and alcohol are not competent and are just as ineffective and dangerous as defective machinery. It is the responsibility of the organization and every employee to provide an efficient, effective, and safe workplace for everyone.

Employees asked to submit to a drug and/or alcohol test will be tested by urinalysis and/or breath test for the presence of the following including but not limited to: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates, methadone, methaqualone, phencyclidine, and propoxyphene. Confirmation tests will be used to verify positive results and will utilize gas chromatography/mass spectrometry (GC/MS) to confirm the molecular structure of the substance detected. All employees who test positive will be offered the opportunity to discuss their results in confidence and with a medical review officer (a medical professional with an expertise in toxicology) who will ensure that the test result reflects only the presence of illegal drugs or alcohol. A verified positive test result means a test result that was positive on the FDA approved immunoassay test, confirmed by the GC/MS assay and reviewed and verified by the Medical Review Officer. All drug and alcohol testing information will be kept confidential with only authorized individuals who have a "need to know" having access to them and will be released only pursuant to law or when relevant to a claim or action brought by the employee.

An employee who refuses to be tested when so required will be considered insubordinate and subject to the full range of disciplinary action up to and including immediate dismissal. Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test. Disciplinary action taken against an employee found to be using illegal drugs or under the influence of alcohol may include the full range of disciplinary action up to and including immediate dismissal. The severity of the action chosen will depend on the circumstances of each case. Intoxication may result in loss or workers' compensation benefits.

ColCal will give the same consideration to employees with chemical dependency and alcohol problems as it does to employees having other health problems. Seeking assistance for such a problem prior to a positive test result will not jeopardize an employee's job whereas continuing problems with performance, attendance, or behavior will. Those employees seeking assistance should contact their Area Coach, Director of Operations, or Human Resources representative.



# CONFIDENTIALITY AGREEMENT AND INTERNET/COMPUTER USAGE

## Confidentiality Agreement

It is understood and agreed that the information listed below is, and must be kept confidential.

1. The identified confidential information can be described as and includes: Technical and business information relating to proprietary ideas and inventions, trade secrets, drawings and/or illustrations, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as “confidential information” at the time of its disclosure.
2. All usernames and passwords are deemed confidential and are not to be shared with anyone who has not been granted usage by reading and signing this agreement. Failure to follow this process will result in disciplinary action.
3. The recipient of this confidentiality agreement agrees not to disclose the confidential information listed in this disclosure to anyone unless required to do so by law. Failure to follow this process may be unlawful.

## Internet and Computer Usage

It is understood that the internet connection and computer is to be used for Taco Bell learning and tools only (Learning Zone, Answer System, ColCal.net, MyTacoBell). Any non-Taco Bell activity is in direct violation of this agreement and such activity will be subject to disciplinary action. All internet activity will be monitored, and sites will be blocked if they are deemed to be harmful or not productive to business.

Unacceptable use of the Internet by employees includes but is not limited to:

1. The installation of software such as instant messaging technology.
2. Downloads of any kind.

Unacceptable use of the computer by employees includes but is not limited to:

1. Changing computer settings such as but not limited to date/time, security, control panel, screen saver, or wallpaper.
2. Do not cause physical damage to the computer including but not limited to scratching, dropping, or spilling food or drinks.
3. Removal of the computer from the restaurant is strictly prohibited and will be handled as theft.

## Acknowledgement and Consent

By signing below, I acknowledge receipt and understanding of the above written notices, agree to abide by the terms of ColCal. I release ColCal dba Taco Bell and/or its agents and any persons or entity, which provides information pursuant to this authorization, from any liabilities, claims or lawsuits in regard to the information obtained from any and all of the above referenced sources used.





## BACKGROUND CHECK DISCLOSURE

### Purpose/Objective

ColCal Colorado, Inc. strives to hire and promote the best qualified individuals. Background and reference checks are an important part of this process. When a background or reference check is needed with respect to hiring or other employment decisions, the company conducts such checks in compliance with applicable federal, state, and local laws.

### Background Check Procedures

The company conduct background checks in compliance with applicable federal and state laws, including the Fair Credit Reporting Act.

1. Applicants or employees will be provided with appropriate written notice of the company's intention to obtain information by way of a background check and will give applicants and employees the opportunity to obtain a free copy of any report obtained.
2. Applicants and employees will be asked to authorize a background check before such a check is performed.

### Consumer Credit Reports

The company obtains credit reports only under very limited circumstances, for example, when applicants or employees being considered for a position in which they will have access to bank or credit card account information. When the company needs to obtain a consumer credit report, it will comply with applicable federal and state laws. All information obtained from background or reference checks will be used only for purposes of making employment decisions (e.g., hiring, termination, or promotion); will be maintained confidentially, in accordance with applicable legal requirements; and may only be reviewed or accessed by authorized individuals with the approval of Area Coaches, Director of Operations, and/or Human Resources.

### Notice of Background Check

I understand that one or more consumer reports concerning my criminal record, driving record, credit history, character, general reputation, personal characteristics, and mode of living, whichever are applicable, may be requested by ColCal dba Taco Bell from time to time and I will be provided written notice prior to ColCal conducting a background check or Consumer Credit Report.



## EMPLOYEE CASH HANDLING POLICY

*As a Service Champion, you are responsible for handling large sums of money. Due to the important nature of your job, Taco Bell has created this Cash Handling Policy for your protection, and ours. Read this policy and discuss any questions you have with your manager.*

### Prior to Your Shift

The money in your drawer must be counted prior to using it to verify the funds match the base operating fund amount (\$75.00 and currency). Use your verified register drawer ONLY. Do not permit anyone else to use your drawer and do not use anyone else’s drawer. Ensure the drawer is completely closed after every transaction.

### When to Alert Your MIC

Any changes to an order that has already been paid must be made by the MIC. Inform the MIC if a gues has questions regarding their change (i.e., “I gave you a \$20.00 bill and you gave me change for a \$10.00 bill. Can you give me the correct change?”).

### Making Change, Using Your Drop Box, and Personal Checks

When you need change, it can be made by the MIC from the operating fund in the safe, or you may have another cashier make change from their drawer with management supervision only. Each Service Champion should deposit money from their drop box into the safe prior to rush, post rush, and every 2 hours. We **DO NOT** accept personal checks.

### Accepting \$50 and \$100 Bills

When a customer presents a \$50 or \$100 bill and you do not have change in your drqwer or drop box to break the bill, take it to the MIC to have them break it. If you have the money in your drawer or drop box to break the bill follow these steps:

1. Excuse yourself from the guest and drop the bill into the Loomis Safe.
2. If the Loomis Safe will not accept the bill, another form of payment should be requested from the customer.
3. If the Loomis Safe does accept the bill, take the receipt from the safe and place it in the cash register. The receipt is just like cash and needs to be kept secured in the drawer.
4. Return to the customer and break the bill out of cash from your drawer or drop box paying attention to the amount of change you give back to the guest. Count it back once to yourself, then back to the guest.

The best practice is to count the money back to the guest then take it out of a \$20 or smaller bill versus the \$50 or \$100.

### To Close Your Drawer at the End of Your Shift

To close your drawer at the end of your shift, count the drawer back down to the original amount and drop the balance into the Loomis Safe.

### Violations

It is a violation of company policy to undercharge or pass food across the counter without payment. Any such action may result in immediate termination and possible criminal charges. You may be subject to disciplinary action and/or termination if your drawer is more than \$10.00 over or short, if your drawer is more than 0.1% over or short, or if deletions exceed 3% of your register’s gross sales.

Example: 0.1% Over/Short to sales highest acceptable amount

Gross Sales	\$100	\$200	\$300	\$400	\$500	\$600
0.1% + or -	\$.10	\$.20	\$.30	\$.40	\$.50	\$.60



## ONLINE AND SOCIAL COMMUNITY PROTOCOL

Social media sites are a great forum for self-expression. However, it is important that you understand how your behavior and participation on social media can affect yourself, your job, and the Taco Bell brand. You are personally responsible for anything you do, say, and post on social media, even if you do not use your real name. As an employee at Taco Bell, you must follow these standards.

### General Standards

Do not use any type of camera, video or recording device, including cell phone cameras, in the restaurant. The only exception to this is for recognition activities or other business uses approved by your General Manager and Above Restaurant Leaders.

### Do Not Post or Text Any of the Following:

- Videos or photos of the restaurant or anything that happens inside the restaurant.
- Videos, photos, or sound recordings that violate workplace policies, including but not limited to Food Safety Procedures or the company Harassment Policy.
- Inappropriate videos or photos that reflect poorly on yourself, your job, the Taco Bell brand, your community, or anything that could harm another person's reputation.
- Brand information, including but not limited to operational standards, job aids, training materials, workplace policies, or product specifications.
- Personal information of others, such as name, phone number, address, and social security number.
- **DO NOT** claim or leave the impression that you are speaking on behalf of the brand.
- **DO NOT** use social media to complain or report concerns about things that happen in the restaurant. Instead, talk with your GM, Area Coach, or Human Resources representative.
- **DO** make it clear that what you are saying on social media is your own opinion.
- **DO** think about the possible effects of your post before you post it.
- **DO** keep in mind that the brand monitors online postings and will report ANY crimes including theft, vandalism, health code violations, food tampering, or safety issues to the proper authorities.
- **DO** tell your MIC if someone is videotaping or taking pictures anywhere in your restaurant without the permission of your General Manager or Above Restaurant Leaders.

If you violate any of these standards, you **WILL** be subject to discipline up to and including termination or subject to criminal charges if you violate any food safety standards or otherwise tamper with any food in the restaurant.

**REMEMBER, EVEN WHEN YOU DELETE A POST IT CAN BE STORED ONLINE FOREVER.**



## THE MAKE-UP PROCESS

Customers are our friends, and we want to keep them. To retain our customers, we always apologize when we make a mistake. It's not about who is right or wrong, we want to make-up not break up. At Taco Bell we are relentless when it comes to fixing what is wrong no matter the reason why. Following the Make-Up Process outlined below will help us to keep the friends we call customers.

1. **ANSWER:** When a customer comes to you with a problem, we want you to respond in a genuine way. A great go to response is "I understand \_\_\_\_\_ and I'd like to help by \_\_\_\_\_." For instance, "I understand you wanted a bean burrito with no onions and your burrito has onions on it, I'd like to help by making you another one the way you wanted it."
2. **FIX:** Simply remake the order or fix the problem and do it with a sense of urgency. Because customers are our friends, we believe them. We don't ask for a receipt or proof of what they're telling us, we don't argue or disagree with them. We just fix the problem, no questions asked.
3. **SURPRISE AND DELIGHT:** When returning to the customer with their food the way they wanted it, always offer something extra for the inconvenience. Use a Make-Up Card for a free taco of their choice on their next visit. Make the customer want to come back because not only did you fix the problem, but you surprised and delighted them in the process.

### Accepting Make-Up Cards

When a customer returns using a Make-Up Card, ring up the free taco using the Promo-Free button on the POS. Be sure to thank the customer for returning.

The Make-Up Process is designed to address just about every customer concern. If you encounter a customer that is not satisfied after you've used the Make-Up Process, ask a manager to become involved. Every team member is empowered to handle guest concerns. Using the Make-Up Process ensures every guest will be WOWED with how we handle their concern. It all boils down to treating every customer as you would treat a friend in the same situation, with respect. Letting them know someone cares when they do not receive what they wanted.



# TACO BELL UNIFORM AND APPEARANCE STANDARDS

## TACO BELL UNIFORM GUIDE

Welcome to Taco Bell. We asked you to join the Team because **WE LIKE WHO YOU ALREADY ARE.** Check out this Guide to learn how to proudly rep your Taco Bell Uniform with a flare that is uniquely you. Because **WHO YOU ARE** is what takes our brand to the next level!



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### YOUR HEAD-TO-TOE UNIFORM GUIDE

#### TEAM MEMBER



**Shirts**

- Choose from a variety of uniform shirts and wear them proudly, clean and wrinkle free
- T-shirts in various designs are available for Team Members
- Rock your shirt with your own flare - tucked or untucked is up to you!

#### MANAGER



**Shirts**

- \* Choose from a variety of collared uniform shirts: long sleeve or short sleeve

**Shoes**

- Complete your Taco Bell Look with shoes that make your uniform your own - just be sure they are black, slip-resistant, and closed-toe/heel.

**Hair & Headwear**

- Always wear a Taco Bell hat, visor or beanie with your uniform
- If hair is longer than base of your neck, hair must be tied back and worn with a hair net

**Outerwear**

- Layer to your liking! Wear a jacket, hoodie or vest from any Taco Bell approved uniform vendor or your own - just make sure it's all black!

**Apron Should Be Worn:**

- At the waist
- Unfolded
- Tied
- Full-length
- \* Aprons are optional for managers

**Pants**

- Dark denim, black jeans, or black pants can be worn.
- Pants must be a solid color, and free of rips, holes and tears.
- Pants may be cuffed or rolled
- Black colored belt may be worn if desired
- Black pants or jeans should **not** be: capris, carpenter, cargos, corduroy, leather, loungewear, sportswear, spandex, yoga pants or joggers
- Decals, rhinestones, patches, and embroidery are not permitted

\* Applicable to Managers Only  
Taco Bell logo wear from the Taco Shop or any other non-uniform approved vendor is not permitted

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# IT'S ALL IN THE DETAILS

### Apparel:

- All self-supplied uniform items must be solid in color and free of words, logos, or graphics - excluding socks
- Add fun socks of your choice to make your uniform your own!
- Gloves may be worn when working in the Drive-Thru

### Tattoos:

- Tattoos must be below the jawline.
- References to profanity, gang association, sexual, or other offensive content are not permitted.

### Facial Hair:

- Keep your mustache and/or goatee well-groomed
- Beards must be neatly trimmed
- When handling food, beards must be worn with a beard net

### Jewelry

- Earrings smaller than a quarter are permitted
- Nose rings or studs with locks and backings are okay
- Facial piercings, gauges, and ear lobe spacers are permitted if they secure with locks and backings. They can NOT be clear colored
- Plain rings and wedding bands without stones are permitted
- Watches are wearable ONLY when not handling food

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# A UNIFORM THAT'S YOU

It's important to us that you can come to work and be **EXACTLY WHO YOU ARE!** We celebrate each of your unique backgrounds, cultures, and personalities.

### MAKE IT YOUR OWN

- Accessorize! Add your own flare by accessorizing with a fun pair of socks or a scrunchie. Check out the ones in the Taco Shop or wear your own!
- Show us your style! Add your own uniform flare by cuffing your pants or elevating your uniform with outerwear. We want your uniform to feel like YOU!

### TAILORED TO YOUR NEEDS

- If you are pregnant, feel free to wear stretch materials and longer shirts. Just make sure the colors and patterns are consistent with our guidelines.
- Exceptions to the Dress Code may be made to accommodate sincerely held religious beliefs or a disability. Talk with your manager or Above Restaurant Leader for more information about exceptions.

Taco Bell Logo wear from the Taco Shop or any other non-uniform approved vendor is not permitted.

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## ATTENDANCE POLICY

**Objective** The purpose of this policy is to set forth procedures for handling employee absences and tardiness to promote the efficient operation of Taco Bell and minimize unscheduled absences.

**Policy** Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time, prepared to begin working. Employees are also expected to remain at work for their entire scheduled shift. Late arrival, early departure, or other absences are disruptive and must be avoided. This policy does not apply to absences covered by FMLA, Colorado Health Emergency, Bereavement or other leave provided as reasonable accommodation under the ADA Act when properly requested and approved.

**Absence** An absence is defined as the failure to report to work when scheduled. The two types of absences occurring after the schedule has been posted, are defined as:

- Excused absences occur when one of the following conditions are met:
  - The employee obtains coverage for the shift and receives approval from a manager on the schedule change (i.e., through the Crew App, calling other employees, etc.).
  - The employee provides a valid doctor's note for the absence.
- Unexcused absences occur when one of the above conditions are not met. If it is necessary for an employee to be absent due to an illness or emergency, the employee must notify a manager no later than four hours prior to the start of their scheduled shift by calling the store and speaking to a manager (texting and/or posting in the Crew App is not acceptable). If the employee is unable to call, he or she must have someone notify a manager on their behalf. Any notification of less than four hours prior to the start of the scheduled shift will be considered a short call.

Employees with three or more consecutive days of excused absences due to an illness or injury must provide proof of physician's care and a fitness for duty release prior to returning to work. Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., accommodations listed above).

**Tardiness and Early Departures** Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than four hours prior to the start of their scheduled shift by calling the store and speaking to a manager (texting and/or posting in the crew app is not acceptable). This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. Any notification of tardiness less than four hours prior to the start of the scheduled shift will be considered a short call. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

**Disciplinary Action** Excessive absenteeism is monitored by a point system and may result in disciplinary action. Each instance of tardiness or unexcused absence carries a point value. Employees may be released and have points reset provided they demonstrate adherence to this attendance policy as outlined below.

POINT RATINGS		
Tardy < 3 Minutes (OR the minimum of four hours' notice was given)		0 Points
Tardy > 3 Minutes OR Short Call		½ Point
Early Departure (worked half of scheduled shift or more)		0 Points
Early Departure (worked less than half of the scheduled shift)		3 Points
Excused Absence		0 Points
Unexcused Absence		3 Points
No Call / No Show		5 Points
PROGRESSIVE DISCIPLINE PROCESS AND RELEASE		
Action	Points	Release
No Action	3 ½ Points	120 Days from last violation – 0 Points
Verbal Warning	4 Points	120 Days from Verbal Warning – 0 Points
Written Warning	5 Points	120 Days from Written Warning – 4 Points
Final Written Warning	8 Points	1 Year from Final Written Warning – 6 Points
Termination	9 Points	---

*Employment at Taco Bell is at-will. This attendance policy does not alter, amend, or modify Taco Bell's right to terminate employment at-will, or for fewer absences or tardies than are provided above, or under other circumstances not specified.*



## CREW APP POLICY

The Crew App is intended to streamline scheduling by putting the schedule in everyone's pocket. No more calling or driving to the workplace to find out when you are scheduled to work next. You can get shifts covered quickly and easily or pick up more hours if you so desire. When using the Crew App, we ask that you adhere to the following rules.

1. If you are posting a shift to be covered, please do so with a minimum of four hours' notice. Remember, the more notice you give the better your chances of getting your shift covered.
2. Once you post a shift it is still your shift until it has been accepted by another employee of similar skill set (i.e., Food Champion to Food Champion, or Service Champion to Service Champion). If you are unable to get the shift covered and do not report to work for the shift, it will be considered an absence. If you do not call the store to inform management that you are unable to report to work for your scheduled shift it will be considered a No Call / No Show regardless of posting the shift coverage request in the app.
3. The Crew App is intended to be used as a scheduling tool only. The message board should not be used to post anything other than shift coverage.
4. Employees are not required to sign up for or use the Crew App. Management cannot require employees to use the Crew App and must still post hard copies of schedule and any other necessary communications in the restaurant.
5. All Crew App information is confidential and is not to be shared with anyone who has not been granted usage by reading and signing this agreement.

The Crew App is a useful tool when utilized correctly and in adherence to the above requirements. We are counting on you to ensure that everyone is empowered to use this tool as designed and outlined by company policy.





## INTEGRITY POLICY

At Taco Bell we strive to conduct ourselves with integrity and with a code of ethics in all of our actions. We ask that you adhere to the following procedures specifically regarding our Voice of the Customer (VOC)/OSAT reporting.

1. Avoid asking your family, friends, current, or former employees to call the VOC line and conduct a survey.
2. DO NOT ask a guest to score Overly Satisfied or give Fives on the survey. Simply ask the guest to complete our survey without guiding them on how to score our service.
3. DO NOT ask the guest to mention your name on the survey. If a guest asks your name, feel free to tell them. If they don't ask, however, do not guide them on what to say in the course of taking the survey.
4. Never contact the VOC line yourself for any reason. Avoid contacting the line to experience the process. This can flag an integrity issue with our VOC reporting.
5. If you are part of the management team do not create any type of team reward for achieving Overly Satisfied (Five) or for team members having their name mentioned.
6. Report any person who is violating the Integrity Policy or any person requesting that you violate the Integrity Policy.

Failure to follow the above policy will result in an investigation and will include discipline up to and including termination. If there is an integrity issue the entire team will forfeit the VOC portion of the pay out for the bonus period. If there is more than one issue the team will forfeit the bonus two bonus periods.



## SECTION 4: DISCLOSURES AND ATTACHMENTS



# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 5-31-2020)

### PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

#### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

#### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

#### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

#### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact \_\_\_\_\_.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.



## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name <b>ColCal Colorado Inc</b>		4. Employer Identification Number (EIN) <b>84-0674959</b>	
5. Employer address <b>607 25 Road, Suite 100</b>		6. Employer phone number <b>970-245-0898</b>	
7. City <b>Grand Junction</b>		8. State <b>CO</b>	9. ZIP code <b>81505</b>
10. Who can we contact about employee health coverage at this job? <b>Katy Basinger</b>			
11. Phone number (if different from above) <b>970-245-0898 x 2</b>		12. Email address <b>katy@colcal.net</b>	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

**Managers are eligible first of the month following 60 days of employment, must average 30 hours or more worked per week. Variable Hourly employees are eligible at 1 year of service, must average 30 hours or more worked per week.**

Some employees. Eligible employees are:

- With respect to dependents:

We do offer coverage. Eligible dependents are:

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.



The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

**13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?**

**Yes** (Continue)  
 13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? \_\_\_\_\_ (mm/dd/yyyy) (Continue)

**No** (STOP and return this form to employee)

**14. Does the employer offer a health plan that meets the minimum value standard\*?**  
 Yes (Go to question 15)  No (STOP and return form to employee)

**15. For the lowest-cost plan that meets the minimum value standard\* offered only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$<sup>TBD</sup> \_\_\_\_\_

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

**16. What change will the employer make for the new plan year?** \_\_\_\_\_

Employer won't offer health coverage  
 Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

\* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)



## TAG Aggregate for Employees – 401K

### TAG Aggregate for Employees of ColCal Colorado, Inc. (“Plan”) IMPORTANT NOTICE TO PARTICIPANTS

If I do not make an investment election, how will my contributions be invested?

**Qualified Default Investment Alternative (QDIA):** The Plan Fiduciary has decided to include a Qualified Default Investment Alternative (QDIA) under the Plan. This decision will not change any investment elections you have already made. This notice will explain more about what this may mean to you.

**Your Right to Direct Investments:** Your Plan allows you to direct the investment of some or all of the contributions made on your behalf in a number of investment choices. If you fail to provide investment direction, your Plan’s Fiduciary will invest Plan contributions in a QDIA established under the Plan. The Plan Fiduciary has chosen the Vanguard Institutional Target Retirement – Inst Target Maturity series issued by Vanguard as the QDIA for contribution mad to your Plan account(s). Contributions Invested in the QDIA are subject to gains or losses like other investment choices available under your Plan including losses near and following retirement, and there is not guarantee that the investment will provide adequate retirement income.

**Your Right to Transfer Out of the Default Alternative Without Penalty:** Subject to your Plan’s distribution rules, you may withdraw defaulted contributions invested on your behalf by your Plan’s Fiduciary in the QDIA. You may also make transfers from the QDIA to any other investment choice offered under the Plan on any business day without any penalties of fees, such as redemption or liquidation fees. However, the QDIA will be assessed an investment management fee and Contract Asset Charges, if applicable, and the Expense Ratio will be as noted below. In addition, Plan service fees may be charged on any withdrawal or distribution of your account balance from the QDIA.

**Consequences of Your Failure to Make an Investment Election:** When you fail to give investment direction after having been provided the opportunity to do so and the Plan’s Fiduciary Invests contributions on your behalf in the QDIA, you are considered to have exercised control over the investment of assets in your account(s). Neither the Trustees of you Plan nor your Employer or the Plan’s Fiduciary will be liable to you for any loss that is the result of such investments.

**Description of The Default Alternative:** The Vanguard Institutional Target Retirement – Inst Target Maturity series allow participants to invest for retirement in one single step, into a fund that automatically adjusts to a more conservative allocation as retirement grows near. Default allocations are based on a projected retirement age of 65. If you have already turned 65, your contributions will be allocated to the most conservative fund available. A detailed description of the allocations by year of birth is listed next to each investment choice below:

If you were born:	Your applicable Vanguard Institutional Target Retirement – Inst Fund is:
On or before 1947	TA Vanguard Institutional Target Retirement Income Ret Acct
01/01/1948 – 12/31/1952	TA Vanguard Institutional Target Retirement 2015 Ret Acct
01/01/1953 – 12/31/1957	TA Vanguard Institutional Target Retirement 2020 Ret Acct
01/01/1958 – 12/31/1962	TA Vanguard Institutional Target Retirement 2025 Ret Acct
01/01/1963 – 12/31/1967	TA Vanguard Institutional Target Retirement 2030 Ret Acct
01/01/1968 – 12/31/1972	TA Vanguard Institutional Target Retirement 2035 Ret Acct
01/01/1973 – 12/31/1977	TA Vanguard Institutional Target Retirement 2040 Ret Acct
01/01/1978 – 12/31/1982	TA Vanguard Institutional Target Retirement 2045 Ret Acct
01/01/1983 – 12/31/1987	TA Vanguard Institutional Target Retirement 2050 Ret Acct
01/01/1988 – 12/31/1992	TA Vanguard Institutional Target Retirement 2055 Ret Acct
1993 and later	TA Vanguard Institutional Target Retirement 2060 Ret Acct

For example, if you were born in 1958 and you fail to give investment direction, your Plan’s Fiduciary will invest contributions made on your behalf in the TA Vanguard Institutional Retirement 2025 Ret Acct.

#### **Risk and Return Characteristics:**

The investment choice(s) listed invest in a combination of domestic and foreign stocks, bonds, U.S. treasuries and money market securities.

#### **Investment Risk:**

The values of stock change in response to general market and economic conditions and the circumstances of individual issuers. The values of bonds change in response to changes in economic conditions, interest rates and the creditworthiness of individual issues.



Name of Fund:	Investment Information:	Investment Strategy:	Expense Ratio:
TA Vanguard Institutional Target Retirement Income Ret Acct	The TA Vanguard Institutional Target Retirement Income Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement Income Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement Income Fund (Inst Class Shares), a mutual fund (Fund).	The investment seeks to provide current income and some capital appreciation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors currently in retirement. The targeted percentage of the fund's assets allocated to each of the underlying fund is: Vanguard Total Bond Market II Index Fund 37.2%; Vanguard Total Stock Market Index Fund 18.0%; Vanguard Short-Term Inflation-Protected Securities Index Fund 16.8%; Vanguard Total International Bond Index Fund 16.0%; Vanguard Total International Stock Index Fund 12.0%.	0.84
TA Vanguard Institutional Target Retirement 2015 Ret Acct	The TA Vanguard Institutional Target Retirement 2015 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2015 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2015 Fund (Inst Class Shares), a mutual fund (Fund).	The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2015. The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 30.6%; Vanguard Total Bond Market II Index Fund 29.3%; Vanguard Total International Bond Index Fund 12.5%; Vanguard Short-Term Inflation-Protected Securities Fund 7.2%.	0.84
TA Vanguard Institutional Target Retirement 2020 Ret Acct	The TA Vanguard Institutional Target Retirement 2020 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2020 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2020 Fund (Inst Class Shares), a mutual fund (Fund).	The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2020 (the target year). The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 36.4%; Vanguard Total Bond Market II Index Fund 27.5%; Vanguard Total International Bond Index Fund 24.3%; Vanguard Short-Term Inflation-Protected Securities Fund 11.8%.	0.84
TA Vanguard Institutional Target Retirement 2025 Ret Acct	The TA Vanguard Institutional Target Retirement 2025 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2025 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2025 Fund (Inst Class Shares), a mutual fund (Fund).	The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2025 (the target year). The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 40.9%; Vanguard Total Bond Market II Index Fund 27.3%; Vanguard Total International Bond Index Fund 22.3%; Vanguard Short-Term Inflation-Protected Securities Fund 9.5%.	0.84



<p>TA Vanguard Institutional Target Retirement 2030 Ret Acct</p>	<p>The TA Vanguard Institutional Target Retirement 2030 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2030 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2030 Fund (Inst Class Shares), a mutual fund (Fund).</p>	<p>The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2025 (the target year). The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 45.4%; Vanguard Total Bond Market II Index Fund 30.3%; Vanguard Total International Bond Index Fund 17.0%; Vanguard Short-Term Inflation-Protected Securities Fund 7.3%.</p>	<p>0.84</p>
<p>TA Vanguard Institutional Target Retirement 2035 Ret Acct</p>	<p>The TA Vanguard Institutional Target Retirement 2035 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2035 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2035 Fund (Inst Class Shares), a mutual fund (Fund).</p>	<p>The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2025 (the target year). The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 50.0%; Vanguard Total Bond Market II Index Fund 33.3%; Vanguard Total International Bond Index Fund 11.7%; Vanguard Short-Term Inflation-Protected Securities Fund 5.0%.</p>	<p>0.84</p>
<p>TA Vanguard Institutional Target Retirement 2040 Ret Acct</p>	<p>The TA Vanguard Institutional Target Retirement 2040 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2040 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2040 Fund (Inst Class Shares), a mutual fund (Fund).</p>	<p>The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2025 (the target year). The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 54.0%; Vanguard Total Bond Market II Index Fund 36.0%; Vanguard Total International Bond Index Fund 7.0%; Vanguard Short-Term Inflation-Protected Securities Fund 3.0%.</p>	<p>0.84</p>
<p>TA Vanguard Institutional Target Retirement 2045 Ret Acct</p>	<p>The TA Vanguard Institutional Target Retirement 2045 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2045 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2045 Fund (Inst Class Shares), a mutual fund (Fund).</p>	<p>The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2025 (the target year). The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 54.0%; Vanguard Total Bond Market II Index Fund 36.0%; Vanguard Total International Bond Index Fund 7.0%; Vanguard Short-Term Inflation-Protected Securities Fund 3.0%.</p>	<p>0.84</p>



<p>TA Vanguard Institutional Target Retirement 2050 Ret Acct</p>	<p>The TA Vanguard Institutional Target Retirement 2050 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2050 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2050 Fund (Inst Class Shares), a mutual fund (Fund).</p>	<p>The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2025 (the target year). The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 54.0%; Vanguard Total Bond Market II Index Fund 36.0%; Vanguard Total International Bond Index Fund 7.0%; Vanguard Short-Term Inflation-Protected Securities Fund 3.0%.</p>	<p>0.84</p>
<p>TA Vanguard Institutional Target Retirement 2055 Ret Acct</p>	<p>The TA Vanguard Institutional Target Retirement 2055 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2055 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2055 Fund (Inst Class Shares), a mutual fund (Fund).</p>	<p>The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2025 (the target year). The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 54.0%; Vanguard Total Bond Market II Index Fund 36.0%; Vanguard Total International Bond Index Fund 7.0%; Vanguard Short-Term Inflation-Protected Securities Fund 3.0%.</p>	<p>0.84</p>
<p>TA Vanguard Institutional Target Retirement 2060 Ret Acct</p>	<p>The TA Vanguard Institutional Target Retirement 2060 Ret Acct is a Separate Account Sub-Account maintained by TFLIC and invests exclusively in the TA Vanguard Institutional Target Retirement 2060 Ret Opt (Class 8), a Transamerica Life Insurance Company (TLIC) Separate Account. The TLIC Separate Account invests exclusively in the Vanguard Institutional Target Retirement 2060 Fund (Inst Class Shares), a mutual fund (Fund).</p>	<p>The investment seeks to provide capital appreciation and current income consistent with its current asset allocation. The fund invests in other Vanguard mutual funds according to an asset allocation strategy designed for investors planning to retire and leave the workforce in or within a few years on 2025 (the target year). The targeted percentage of the fund's assets allocated to each of the underlying funds is: Vanguard Total Stock Market Index Fund 54.0%; Vanguard Total Bond Market II Index Fund 36.0%; Vanguard Total International Bond Index Fund 7.0%; Vanguard Short-Term Inflation-Protected Securities Fund 3.0%.</p>	<p>0.84</p>

**How to make an Affirmative Investment Election:** The investment fact sheet will provide you more information about the investment objectives, risk and return characteristics, and fees and expenses of the QDIA and other investment choices available to you. To view the investment fact sheet, to make your own investment choices, or to move funds previously invested on your behalf, you may go online at [ta-retirement.com](http://ta-retirement.com), or call (977) 234-9293.

#### HOW TO OBTAIN ADDITIONAL INFORMATION:

If you need a copy of the SPD or have any additional questions, please contact Phil Tisue who may be reached at (865) 670-1844, 6322 Deane Hill Drive, Suite 201, Knoxville, TN 37919 or you may contact the Transamerica Customer Care Center at (800) 401-TRAN (8726).

Plan recordkeeping and administration services are provided by Transamerica Retirement Solutions LLC ("Transamerica" or "Transamerica Retirement Solutions"), which is headquartered in Los Angeles, CA. The investment choices are available through a contract issued by Transamerica Financial Life Insurance Company ("TLFIC"), TA-AP-2001-CONT, or Transamerica Life Insurance Company ("TLIC"), TGP-439-194, TGP-416-192/194, TGP-430-192/194, CNT-TALIAC 05-02, or CNT-TLIC 10-05. Transamerica is an affiliate of TFLIC and TLIC. TFLIC is not authorized and does not do business in the following jurisdictions: Guam, Puerto Rico, and the U.S. Virgin Islands. TLIC is not authorized in New York and does not do business in New York. Contract form and number may vary, and these investment choices may not be available in all jurisdictions. Fees and charges may apply. Certain limitations on the number of investment choices for your plan will still apply. For complete information, contact your Transamerica representative.





## Payroll Card

You do not have to accept this payroll card.  
Ask your employer about other ways to receive your wages.

Monthly Fee N/A	Per Purchase \$0	ATM Withdrawal \$0 In-Network \$1.75 Out-of-Network	Cash Reload \$4.95*
ATM Balance Inquiry (In-Network and Out-of-Network)			\$0.75
Customer Service			\$0
Inactivity (After 180 days with no transactions)			\$5.00 per month*
<b>We charge 12 other types of fees.</b>			
*This fee can be lower or charged differently depending on how and where this card is used and your state of employment residence.			
Information on ways to access your pay without fee is in the card packet.			
<b>No overdraft/credit feature.</b>			
Your funds are eligible for FDIC insurance.			
For general information about prepaid accounts, visit <a href="http://cfpb.gov/prepaid">cfpb.gov/prepaid</a>			
Find details and conditions for all fees and services in the card packet, or call <b>1-800-653-9220</b> or visit <a href="http://www.paychekplus.com">www.paychekplus.com</a> .			

The PaychekPLUS! Elite Visa Payroll Card is issued by MetaBank, Member FDIC, pursuant to license from Visa U.S.A. Inc. Card can be used everywhere Visa debit cards are accepted.

Program Number 62108614 / 03-18

Usted no tiene que aceptar esta tarjeta de nomina.  
Preguntele a su empleador acerca de otras maneras de recibir su sueldo.

Cargo Mensual N/A	Por Compra \$0	Retiro de Fondos en ATM \$0 Dentro de la Red \$1.75 Fuera de la	Recarga de Efectivo \$4.95*
Consulta de Saldo en ATM (Dentro o Fuera de la Red)			\$0.75
Servicio al Cliente			\$0
Inactividad (despues de 180 dias sin transacciones)			\$5.00 por mes*
<b>Cobramos otros 12 tipos de cargos.</b>			
*Este cargo puede ser menor o puede cobrarse de manera diferente, dependiendo de como y donde se utilice esta tarjeta y del estado en el que resida o trabaje.			
La informacion acerca de las maneras de acceder a sup ago sin un cargo se encuentra en el paquete de la tarjeta.			
<b>Sin prestacion de sobregiro/credito.</b>			
Sus fondos son elegibles para el Seguro FDIC.			
Para obtener informacion general sobre cuentas prepagadas, visite <a href="http://cfpb.gov/prepaid">cfpb.gov/prepaid</a> .			
Para encontrar los detalles y condiciones de todos los cargos y servicios, consulte el paquete de la tarjeta, llame al <b>800.653.9220</b> o			

La Tarjeta de Nomina PaychekPLUS! Elite Visa es emitida por MetaBank, Miembro FDIC, de conformidad con una licencia de Visa U.S.A. Inc. La tarjeta puede ser usada en cualquier lugar donde las tarjetas de debito Vis sean aceptadas.

Numero de Programa 62108614 / 03-18



## List of all fees (“Long Form”) for PaychekPLUS! Elite Visa Payroll Card – 62108614

This list of fees supersedes and replaces the fee schedule and Cardholder Agreement Supplement referenced in your Cardholder Agreement.

All Fees	Amount	Details
<b>Get Cash</b>		
ATM Withdrawal (Out-of-Network)	\$1.75	This is our fee for each Out-of-Network ATM Withdrawal. You may also be charged a fee by the ATM operator, even if you do not complete the transaction. <b>We do not charge for In-Network ATM Withdrawals. Allpoint ATM Networks are “In-Network” for you and can be used without incurring a fee. All other ATMs are “Out-of-Network”.</b>
ATM Withdrawal Decline (In-Network and Out-of-Network)	\$0.75	This is our fee for each In-Network and Out-of-Network ATM Withdrawal Decline. You may also be charged a fee by the ATM operator, even if you do not complete a transaction. For <b>Connecticut</b> and <b>Illinois</b> workers, this fee is waived.
<b>Spend Money</b>		
Purchase Decline	\$0.50	This fee is charged each time a Purchase is declined for insufficient funds. For <b>Connecticut</b> and <b>Illinois</b> workers, this fee is waived.
<b>Information</b>		
ATM Balance Inquiry (In-Network and Out-of-Network)	\$0.75	This is our fee for each ATM Balance Inquiry. You may also be charged a fee by the ATM operator, even if you do not complete a transaction.
<b>ChekToday Services</b>		
Expedited Check Order	\$35.00	This fee is charged for expediting the mailing of you Check Order. You may avoid this fee by choosing Standard Check Order.
Check Return	\$25.00	This fee is charged each time a check is returned for insufficient funds.
Check Copy	\$10.00	This fee is charged each time a copy of a check is requested.
Check Stop Payment	\$25.00	This fee is charged when a stop payment is placed on a check (including lost or stolen checks).
<b>Using Your Card Outside the U.S.</b>		
International Purchase	\$1.00	This fee is charged for each International Purchase. For <b>Connecticut, Illinois, and Pennsylvania</b> workers, this fee is waived.
International Purchase Decline	\$0.75	This fee is charged each time an International Purchase is declined for insufficient funds. For <b>Connecticut</b> and <b>Illinois</b> workers, this fee is waived.
International ATM Withdrawal	\$3.50	This is our fee charged for each International ATM Withdrawal Transaction. You may also be charged a fee by the ATM operator, even if you do not complete a transaction.
International ATM Withdrawal Decline	\$1.00	This is our fee charged for each International ATM Withdrawal Decline. You may also be charged a fee by the ATM operator, even if you do not complete a transaction. For <b>Connecticut</b> and <b>Illinois</b> workers, this fee is waived.
International ATM Balance Inquiry	\$1.00	This is our fee for each International ATM Balance Inquiry. You may also be charged a fee by the ATM operator, even if you do not complete a transaction.
<b>Third-Party Fees</b>		
Cash Reload (Third Party) Green Dot	\$4.95	This is not our fee and is subject to change. Fee of up to \$4.95 may apply when reloading you card at Green Dot. Fee is paid to third party at the time of reload. Go to <a href="http://greendot.com">greendot.com</a> for more information. The information was accurate as of 08/15/2018.
Cash Reload (Third Party) MoneyGram	\$3.95	This is not our fee and is subject to change. Fee of up to \$3.95 may apply when reloading your card at MoneyGram. Fee is paid to third party at the time of reload. Go to <a href="http://moneygram.com">moneygram.com</a> for more information. This information was accurate as of 08/15/2018.



Check Reload (Third Party) Ingo Money	\$5.00 or up to 5%	This is not our fee and is subject to change. Money in 10 Days – no fee. Fee of up to 5% of check value may apply when cashing a check to load your card at Ingo Money. Money in Minutes – 2% (pre-printed payroll or gov't checks) or 5% (all other checks), minimum \$5.00. Fee is deducted from check value. Go to <a href="http://ingomoney.com">ingomoney.com</a> for more information. This information was accurate as of 08/15/2018.
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Other		
Custom Card Order	\$4.95	This fee is charged if you elect to create custom card. You may avoid this fee by keeping your standard card.
Expedited Handling of Card Replacement	\$25.00	This is our fee for expediting the mailing of your replacement card (3-5 business days). You may avoid this fee by choosing Standard Card Replacement.
Inactivity Fee	\$5.00	<p>This fee will be charged during each month in which there have been no cardholder-initiated, balance changing transactions during the preceding 180 days. You can avoid this fee by initiating at least 1 balance changing transaction every 180 days. For <b>Connecticut, Illinois, and Pennsylvania</b> workers, the Inactivity Fee will be charged during each month in which there has been no cardholder-initiated, balance changing transactions for the prior 12 months.</p> <p>For cardholders with a <b>Texas</b> residential address, the Inactivity Fee will not be charged after card has been inactive for more than 12 months.</p> <p>For <b>Minnesota</b> workers this fee is waived.</p> <p>For <b>Hawaii</b> workers, accounts with a balance of \$0.00 and no activity for more than six (6) months will be closed.</p>
U.S. Postal Service Money Order Rebate	\$1.60	This is not our fee and may be subject to change. This fee is charged by the U.S. Postal Service for a money order purchase and may be lower depending on the amount of the purchase you make. <b>Once per pay period</b> , you will receive an automatic rebate of the USPS money order fee. The rebate will be applied to your account at the time of your money order purchase. Standard fees apply for additional transactions.
<p>Your funds are eligible for FDIC insurance. Your funds will be held at or transferred to MetaBank, an FDIC-insured institution. Once there, your funds are insured up to \$250,000 by the FDIC in the event MetaBank fails, if specific deposit insurance requirements are met. See <a href="http://fdic.gov/deposit/deposits/prepaid.html">fdic.gov/deposit/deposits/prepaid.html</a> for details.</p>		
<p><b>No overdraft/credit feature.</b></p>		
<p>Contact Cardholder Services by calling <b>1-800-653-9220</b> by mail at <b>Cardholder Services, P.O. Box 551617, Jacksonville, FL 32255</b> or visit <a href="http://paychekplus.com">paychekplus.com</a>. For general information about prepaid accounts, visit <a href="http://cfpb.gov/prepaid">cfpb.gov/prepaid</a>. If you have a complaint about a prepaid account, call the Consumer Financial Protection Bureau at 1-855-411-2372 or visit <a href="http://cfpb.gov/complaint">cfpb.gov/complaint</a>.</p>		



## PRE-ENROLLMENT DISCLOSURE

Please find the following important information about the payroll card program offered by your employer to you below. You should also review the full list of the fees (“Long Form”) provided to you along with this disclosure detailing the fees that you may be charged for use of the card. Please also review Cardholder Agreement that is included in your payroll card packet for a complete list of terms and conditions associated with your payroll card.

**Payroll Options.** Your employer may offer several options for receiving your pay, including a payroll card account (“Card”). Use of a payroll card is voluntary. Your employer cannot require you to receive your pay on a Card. Other pay options may include direct deposit to a bank account or check. Your employer must provide you with details on your other pay options. You may change the method by which you receive your pay at any time. Please ask your employer about how to change your pay method.

**Access to Your Wages at No Charge.** There are several ways to access your pay from your Card without incurring fees. While your Card offers many services at no cost, some transactions or services may have fees. You can also refer to the brochure included with your Card. This brochure provides examples of how to maximize these no cost transactions and how to use other features of your Card. Withdrawal limits are in place to protect you from fraud. In the event your balance exceeds the daily withdrawal limits and you would like to withdraw all your funds, please contact us by calling Cardholder Services at the number on the back of your Card.

**Payroll Card Fees.** There are no fees for enrolling and participating in the program, receiving and activating your first Card or accessing your pay in the manner described above. There are also no overdraft fees associated with your Card. You may not be charged any fees by the issuer of the Card or your employer other than those listed on the Long Form provided to you along with this disclosure.

Some transactions, services and methods of accessing cash may have fees. The Long Form contains the list of fees that you may incur when using your Card. Please retain the Long Form so you can refer to it in the future. Third parties, like ATM operators and mobile carriers, may charge you additional fees when you use their services. Foreign transactions may carry fees.

**How to Access Your Account Balance.** You can obtain balance and transaction information about your Card by calling Cardholder Services at the number on the back of your Card, or by visiting the website listed on the back of your Card. You can use these services 24 hours a day, 7 days a week without cost. You also can sign up to receive email or text alerts with information about your account balance at the website listed on the back of your Card or via the Prepaid CardConnect Mobile App.

**How to Access Transaction Histories.** You may view a 60-day history of your Card transactions electronically by visiting the website listed on the back of your Card or by calling Cardholder Services at the phone number listed on the back of your Card.

**Closing Your Payroll Card Account.** You may close your Card at any time by contacting Cardholder Services. Your request for Card closure will not affect any of our rights or your obligations arising under this Agreement prior to the request, Long Form. We reserve the right to close your Card account should you complete or attempt any of the prohibited actions in this Agreement.

**Replacement Card.** You will also be sent a replacement card before the expiration date listed on your Card. Standard fee card replacements are provided at no cost to you but check your Long Form to see if other fees may apply.

**No Credit.** Your Card does not offer access to any form of credit.

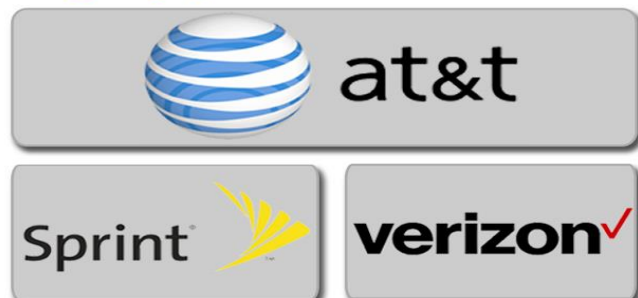


**We're excited to announce an employee discount program available to all franchisees, employees, and team members!**

RSCS and Taco Bell are excited to bring you Taco Bell Perks! An employee discount program that is available to everyone! This is a completely free program that offers thousands of exclusive discounts and special offers on cell phone service, slip-resistant shoes, electronics, movie tickets, and much more!



**S·A·V·E**  
on your monthly bill  
Signing up is EASY! Click for details



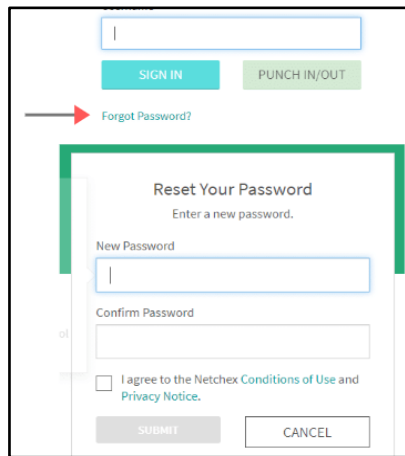
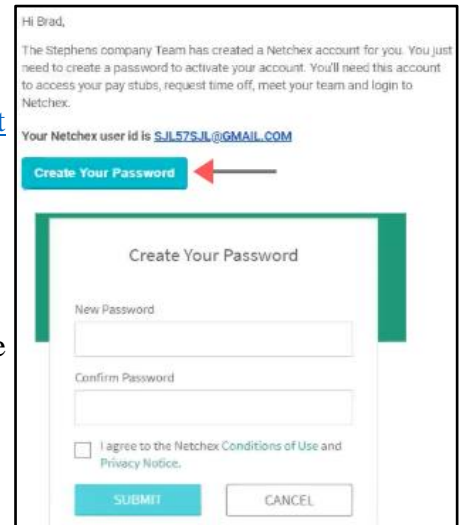
- Visit the Taco Bell Perks website at [TB.HRDiscounts.com](http://TB.HRDiscounts.com)
- Create an account
- Use the registration code: SAVENOW



## Employee Guide to Netchex

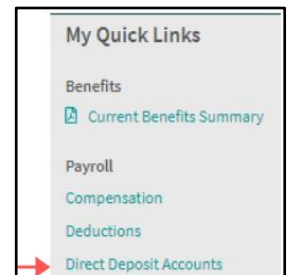
### Enrolling in Netchex

- You will receive a “Welcome to Netchex!” email from [noreply@netchexonline.com](mailto:noreply@netchexonline.com). This email is system generated on your first payroll check date.
  - Be sure to check your spam/junk folder for this email.
  - Email is only valid for 24 hours.
  - If the email has expired, please reach out to Katy at [katy@colcal.net](mailto:katy@colcal.net) to have it resent.
- After receiving the “Welcome to Netchex!” email click ‘Create Your Password’. The next screen will allow you to create a password to login to Netchex, be sure to agree to the Netchex Conditions of Use and Privacy Notice then click Submit.
- Once you have submitted your new password you should receive a message on the screen confirming the password has been successfully created. You should now be able to login to the Netchex system.



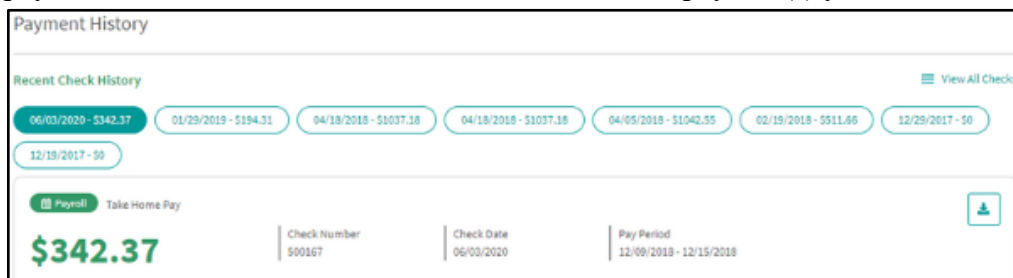
### Changing Your Password

- Go to [netchexonline.net](http://netchexonline.net) and click on “Forgot Password?”.
- On the next screen, enter your email address.
- You should then receive an email from [noreply@netchexonline.com](mailto:noreply@netchexonline.com) with a verification code. Enter this verification code in Netchex.
- Create and confirm your new password, agree to the Netchex Conditions of Use and Privacy Note then press submit.
- After pressing submit the system will return you to the login page where you can now login using the new password.



### View a Paystub

- Login to Netchex.
- Click on ‘View Payment History’
- Click on the paystub you are seeking then you can view, send, or print.
- To view older paystubs, click on ‘View All Checks’ then select the paystub(s) you need.



### Change Direct Deposit Information

- Login to Netchex.
- Under ‘My Quick Links’, select ‘Direct Deposit Accounts’.
- Add new accounts by selecting the ‘+Add’ button in the right-hand corner. Edit existing accounts by clicking the pencil icon. You can also delete accounts by clicking the trash icon.



- To add a new account you will need the account type, routing and account number, and amount of each check you want deposited into the account. When finished click the blue 'Add Account' button to save.

PRIORITY	ACCOUNT	AMOUNT	STATUS
1.	xxx4098	\$5	Active Beginning Jun 20, 2018
2.	xxx5908	\$50	Active Beginning Apr 27, 2018

### Change Your Exemptions (W-4)

- Login to Netchex.
- Under 'My Quick Links', select 'Taxes'.
- Here you can complete your elections or click on 'Edit Federal and State Forms'.
- Once you are finished editing your taxes will update.
- Note: If your employer uses NetGuide, you can complete your taxes by clicking the 'Edit Federal and State Forms' button to complete the digitized tax form solution.

Taxes

[EDIT FEDERAL AND STATE FORMS](#)

Federal

Income Tax Withholding

[Form W-4](#) Completed on Jan 6, 2020 at 11:10 AM

Have you filled out a Form W-4 in 2020 or later?  Yes  No

Are you exempt from federal taxes?  Yes  No

How would you like to receive your 2020 W-2?

**W-2 Electronic Delivery Consent Notice**

I consent to receive my W-2 form electronically.

I want to receive a printed W-2 form in the mail.

[SAVE](#)

**1095-C Delivery Settings**

I consent to receive my 1095-C form electronically.

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2019

[W-2](#)

### View a W-2s

- Login to Netchex.
- Under 'My Quick Links' select 'Year End Tax Forms'.
- It is recommended to select electronic delivery for the next tax year.

Still Need Assistance?

Contact Taco Bell Payroll Department at 970-245-0898 options 1 or 2, OR email Katy at [katy@colcal.net](mailto:katy@colcal.net).



## Employee Handbook Acknowledgement and Receipt

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I hereby acknowledge receipt of the Taco Bell employee handbook. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the company.