



Albert & Carol Mueller  
Christina Mueller Curran  
104 S. State Street  
Clarks Summit, PA 18411.  
(570) 586-2255  
Fax: (570) 586-3096

March 21, 2008

To Whom It May Concern:

McDonald's Restaurant #1989 located at 449 Scranton Carbondale Highway and McDonald's Restaurant #16047 located at 1511 Scranton Carbondale Highway in Dickson City, PA do not allow employees to carry weapons of any kind into the restaurants. It is a violation of company policy and is grounds for immediate termination. We have a zero tolerance policy regarding carrying of weapons. I have enclosed a copy of the page from the employee handbook which discusses weapons. If you need any further information please feel free to call our office ad (570)586-2255.

Thank you,

*Grace Catalano*

Grace Catalano  
Office Manager  
Mueller Curran Organization

Attention: Officer James Szewczyk



Albert & Carol Mueller  
Christina Mueller Curran  
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May 22, 2008

To Whom It May Concern:

McDonald's Restaurant #1989 located at 449 Scranton Carbondale Highway and McDonald's Restaurant #16047 located at 1511 Scranton Carbondale Highway in Dickson City, PA do not allow employees or customers to carry weapons of any kind in the restaurants. It is a violation of company policy and it is grounds for immediate termination of an employee. We have a zero tolerance policy regarding weapons. I have enclosed a copy of the page from the employee handbook that discusses weapons. If you need any further information please feel free to call our office at (570)586-2255.

Thank you,

A handwritten signature in cursive script, appearing to read "Christina Curran".

Christina Curran  
Owner/Operator  
McDonald's  
Mueller Curran Organization

Attention: Officer James Szewczyk

Amended

# McDonald's SECURITY POLICY

**CASH ---** An employee working Front Counter or Drive Thru and handling cash is accountable for the cash gain or shortage of that drawer upon completion of their shift.  
Please notify a manager when you have received a 50 or 100 dollar bill so that it may be removed from your drawer. If you are suspicious of any cash bill handed to you for payment, please call a manager immediately to verify that it is not counterfeit.  
Any shortage over \$2 is unacceptable and will be disciplined as follows:

1st Offense	Verbal Warning
2nd Offense	Written Warning
3rd Offense	1 Week Suspension from Sales
4th Offense	Trained to work a different station not involved in cash handling

**STEALING ---** Misappropriation of cash, cash equivalents, raw products, materials that are confidential and properties such as parts or tools.

This includes giving away or under-charging for food and beverage products &/or consuming food which was not purchased or given to you by the restaurant manager.  
(Example: eating cheese, nuggets, fries or any products while working and not on break).

This includes taking premiums (i.e. happy meal toys), or cleaning supplies of any kind.  
**IF YOU ARE CAUGHT STEALING YOU WILL BE IMMEDIATELY TERMINATED.**

## DRUGS

**ALCOHOL ---** Reporting to work under the influence of --- consuming or selling of --- or possession of Drugs, Alcohol, or Weapons  
**WEAPONS ---** is PROHIBITED.

This is an endangerment to the security of our restaurant and the safety of it's employees.

**IF YOU REPORT TO WORK UNDER THE INFLUENCE OF / OR IN POSSESSION OF / OR ATTEMPTING TO SELL DRUGS &/OR ALCOHOL, YOU WILL BE IMMEDIATELY TERMINATED.**

**IF YOU ARE FOUND TO BE IN POSSESSION OF ANY TYPE OF WEAPON ON THE PREMISES, YOU WILL BE IMMEDIATELY TERMINATED.**

## CONFIDENTIAL INFORMATION

--- Disclosing to any person, including television, radio and print media representatives, any confidential information relating to this McDonald's franchise, its business, customers, finances, security procedures, or trade secrets is PROHIBITED.

**DEPENDING ON THE SEVERITY AND DEGREE TO WHICH INFORMATION HAS BEEN DIVULGED IMMEDIATE TERMINATION MAY FOLLOW.**

## STAGGERED

**OPEN & CLOSE ---** All openers and closers (management included) are expected to follow this procedure upon entering & exiting the restaurant at these times.

**LOITERERS -** Managers & crew should be alert to people loitering inside the restaurant, on the lot, or inside vehicles on the lot.

**LOCKED DOORS ---** All back stockroom doors and any side kitchen access door should be locked at all times and only opened under the supervision of management for stock deliveries or trash removal.

**NON EMPLOYEES** Please do not allow anyone behind the Front Counter without proper identification approved by management. Please get the attention of a manager immediately to handle the situation.

**VIDEO SECURITY --** A video security system is in use primarily to deter against robbery, however we do reserve the right to review these tapes to verify a complaint or performance problem.

**PERSONAL BELONGINGS** Please do not bring valuable personal belongings or large amounts of cash to work. If you have accidentally brought something with you, ask a manager to secure it in the safe or leave it in your car.  
**WE ARE NOT RESPONSIBLE FOR ANY PERSONAL BELONGINGS OR YOUR PERSONAL CASH IF IT SHOULD BE STOLEN.**



# RULES of CONDUCT



## YOU SHOULD:

- Follow directions and proper procedures at all times.
- Ask questions when you don't know or understand something.
- Hustle and stay busy when you are not taking care of a customer.
- Be Self Motivated - Ask for cleaning or stocking jobs when you're not busy.
- Be a TEAM PLAYER -- Help other team members without being told.
- Exhibit Professional, Mature Behavior and Language at all times.
- Have Respect for management, fellow crew and customers.

## EXAMPLES OF MISCONDUCT THAT WILL LEAD TO CORRECTIVE ACTION ARE:

- LOITERING --- Do Not visit with or distract fellow employees from doing their job of taking care of the customers.  
Do Not loiter in or out of the restaurant when off duty.
- FALSIFYING RECORDS --- Please make sure all information we are given about you is accurate and truthful.
- CAUSE HARM TO OTHERS --- Fighting with fellow crew, customers, or any person on the premises is PROHIBITED.
- UNSAFE ACTS --- Horseplay & practical jokes can sometimes lead to injury.
- OBSCENITIES -- Any use of Foul Language, or Gestures is not allowed.
- SEXUAL HARASSMENT --- Conversations or comments that you may not find offensive may be offensive to another person.  
Please refrain from any type of physical contact or verbal comments that may be offensive to another person.  
(See Sexual Harassment Inset on Minimum Wage Poster).  
(See ZERO TOLERANCE POLICY).
- HARRASSMENT OF ANY KIND --- will not be tolerated (i.e. racial, religious etc.)
- STEALING --- (Please read Security Policy)
- DRUGS, ALCOHOL, & WEAPONS --- (Please read Security Policy)
- DISCLOSING CONFIDENTIAL INFORMATION --- (Please see Security Policy).  
This would include disclosing fellow employees phone numbers.
- INSUBORDINATION -- -Showing disrespect to management while purposely not following procedures or directions given.
- WILLFUL MISCONDUCT --- Deliberately not following directions given by management.  
Deliberately not following all outlined policies.
- DESTRUCTION OF PROPERTY --- Do not deface, destroy, purposely break or damage restaurant property, big or small.
- LEAVING THE FLOOR WITHOUT A MANAGER'S PERMISSION
- PLACING OR RECEIVING EXCESSIVE PERSONAL PHONE CALLS  
(Please refer to Basic Responsibilities)
- SHOWING DISRESPECT TO A CUSTOMER, FELLOW CREW OR MANAGEMENT.
- EXCESSIVE ABSENCE -- (Please see Dependability & Punctuality Policy).
- SOLICITING --- We do promote a No Solicitation Policy.

# WORKPLACE VIOLENCE POLICY

We've all read about the problem of workplace violence. While we cannot eliminate the possibility of it's occurrence, we can, with your help, minimize the possibility that it will happen here.

In this regard, McDonald's has established a number of prohibitions which are designed to reduce our exposure to workplace violence. The following behaviors are absolutely prohibited:

- \*\*\* **Threatening to harm any employee, customer or nonemployee with whom we do business.**  
Prohibited threats can be written or oral, expressed or implied. The fact that a threatening comment may have been made "in jest" is of no defense.
- \*\*\* **Threatening to cause damage to McDonald's property or the property of any customer, employee or nonemployee with whom we do business.**  
Again, the fact that a threatening comment may have been made "in jest" is of no defense.
- \*\*\* **Possessing or concealing a weapon while on McDonald's premises or anywhere else while doing business for McDonald's.**  
For purposes of the prohibition, a weapon is defined to include guns, rifles, firearms, knives, explosives, bombs and any and all other tools or instruments capable of inflicting harm to persons or property. McDonald's premises include all physical facilities under the management or control of McDonald's. In the case of guns, rifles and other firearms, it is irrelevant that the person has a license or that the gun, rifle or firearm is not loaded.
- \*\*\* **Physically assaulting, attacking or otherwise intentionally causing injury to any person with whom you interact in connection with your employment with McDonald's.**  
As a narrow exception to this rule, an employee may use physical force in self defense under circumstances in which the employee cannot otherwise withdraw safely from the situation.
- \*\*\* **Intentionally causing damage to property belonging to McDonald's or any customer, employee or nonemployee with whom we do business.**  
The prohibitions above apply to actions directed not only at employees and nonemployees with whom we do business but also at persons associated with them (that is, threats made against an employee's spouse).

Any employee who violates any of the prohibitions set forth above will be subject to immediate discharge.

The employee also may be subject to criminal prosecution.