

LAKE MURRAY VETERANS OF FOREIGN WARS (VFW) POST 6740

EMPLOYEE HANDBOOK

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LMVFW6740 Employee Handbook

Enclosure 1

3 Mar 2026

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DRAFT**EMPLOYEE RECEIPT AND ACCEPTANCE**

I hereby acknowledge receipt of the Lake Murray VFW Post 6740 Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Lake Murray VFW Post 6740 that provides otherwise, I have the right to resign from my employment with Lake Murray VFW Post 6740 at any time with or without notice and with or without cause, and that Lake Murray VFW Post 6740 has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the Lake Murray VFW Post 6740 Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Lake Murray VFW Post 6740, or its members or donors, as a result of working for Lake Murray VFW Post 6740 that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Lake Murray VFW Post 6740 or to other persons employed by Lake Murray VFW Post 6740 who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Lake Murray VFW Post 6740's confidential information is prohibited. Any employee who discloses confidential Lake Murray VFW Post 6740 information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the Canteen Manager.

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LAKE MURRAY VFW POST 6740
EMPLOYEE HANDBOOK

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I. MISSION

The Veterans of Foreign Wars (VFW) mission is to foster camaraderie among U.S. veterans of overseas conflicts, serve veterans, the military, and communities, and advocate on behalf of all veterans. Lake Murray VFW Post 6740 is a chartered organization under the National VFW purview.

II. OVERVIEW

The Lake Murray VFW Post 6740 Employee Handbook (the "Handbook") has been developed to provide general guidelines about Lake Murray VFW Post 6740 policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including Lake Murray VFW Post 6740's policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by Lake Murray VFW Post 6740 at any time, without advance notice.

The personnel policies of Lake Murray VFW Post 6740 are established by the House Committee, which has delegated authority and responsibility for their administration to the Canteen Manager. Employees are encouraged to consult the Canteen Manager for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the House Committee Chairperson.

Lake Murray VFW Post 6740 will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Lake Murray VFW Post 6740 employees. Further, Lake Murray VFW Post 6740 expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with Lake Murray VFW Post 6740 leadership, committees, membership, staff, and the general public.

III. VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with Lake Murray VFW Post 6740, which provides differently, all employment at Lake Murray VFW Post 6740 is "at-will." That means that employees may be terminated from employment with Lake Murray VFW Post 6740 with or without cause, and employees are free to leave the employment of Lake Murray VFW Post 6740 with or without cause. Any representation by any Lake Murray VFW Post 6740 officer or employee contrary to this policy is not binding upon Lake Murray VFW Post 6740 unless it is in writing and is signed by the Canteen Manager with the approval of the House Committee.

DRAFT**IV. EQUAL EMPLOYMENT OPPORTUNITY**

Lake Murray VFW Post 6740 shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the House Committee and Canteen Manager of Lake Murray VFW Post 6740 will not discriminate against any employee or applicant in a manner that violates the law. Lake Murray VFW Post 6740 is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. Lake Murray VFW Post 6740's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, wages, disciplinary action, and termination. The Canteen Manager shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Lake Murray VFW Post 6740 will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Lake Murray VFW Post 6740 may have violated the Equal Employment Opportunity Policy should report the possible violation to the Canteen Manager.

If Lake Murray VFW Post 6740 determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Lake Murray VFW Post 6740 will inform the employee who made the complaint of the results of the investigation.

Lake Murray VFW Post 6740 is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Lake Murray VFW Post 6740 for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Lake Murray VFW Post 6740. Employees who believe that they may require an accommodation should discuss these needs with the Canteen Manager.

If you have any questions regarding this policy, please contact the Canteen Manager.

V. POLICY AGAINST WORKPLACE HARASSMENT

Lake Murray VFW Post 6740 is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Lake Murray VFW Post 6740's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Lake Murray VFW Post 6740 has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Lake Murray VFW Post 6740's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Lake Murray VFW Post 6740's policy against harassment covers employees and other individuals who have a relationship with Lake Murray VFW Post 6740 which enables Lake Murray VFW Post 6740 to exercise some control over the individual's conduct in places and activities that relate to Lake Murray VFW Post 6740's work (e.g. officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: Lake Murray VFW Post 6740's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an

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individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Lake Murray VFW Post 6740 policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against Lake Murray VFW Post 6740's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Lake Murray VFW Post 6740's premises such as on an employee's workspace or on Lake Murray VFW Post 6740's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Lake Murray VFW Post 6740's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Lake Murray VFW Post 6740, you should report the incident immediately to your supervisor or to the Canteen Manager. Possible harassment by others with whom Lake Murray VFW Post 6740 has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Lake Murray VFW Post 6740 will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Lake Murray VFW Post 6740's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Lake Murray VFW Post 6740 determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Lake Murray VFW Post 6740 will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Canteen Manager. In the case where the allegation of harassment is against the Canteen Manager, please notify the staff member designated as grievance officer.

VI. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic means) for pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Lake Murray VFW Post 6740 property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by Lake Murray VFW Post 6740 may not solicit or distribute literature on Lake Murray VFW Post 6740's premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Canteen Manager or his/her designee.

DRAFT**VII. EMPLOYMENT PAPERWORK REQUIREMENTS**A. Application

The application form, appendix 1, can be found in the Appendix section of this Handbook.

B. DHS Form I-9

The DHS Form I-9 can be found at <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>. Photocopies of the required IDs are also to be included with the form. The VFW Post 6740 office can assist with copying IDs if needed.

C. South Carolina W-4

The South Carolina W-4 can be found at https://dor.sc.gov/forms-site/Forms/SCW4_2025.pdf.

D. Federal W-4

The Federal W-4 can be found at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

E. Direct Deposit Form

The direct deposit form can be found in the Appendix of this handbook.

F. South Carolina Server Training Course Certificate

If an employee needs to obtain the training course certificate, Lake Murray VFW Post 6740 will provide a fully paid "seat" to server training using "abcservertraining.com", a recognized training program approved by South Carolina Department of Revenue (SCDoR) Alcohol Beverage Licensing (ABL) division.

G. Signed "Employee Receipt and Acceptance" of the Employee Handbook and "Confidentiality Policy and Pledge"

This form is the first page of the Handbook.

VIII. HOURS OF WORK, ATTENDANCE AND PUNCTUALITYA. Hours of Work

Lake Murray VFW Post 6740 is open seven (7) days a week. Hours are posted as 4:00 p.m. to 9:00 p.m. daily with the kitchen closed on Sundays. Employees may request the opportunity to vary their work schedules from the Canteen Manager.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify the Canteen Manager as far in advance as possible and no later than one hour before the start of your scheduled workday. In the event of an emergency, you must notify the Canteen Manager as soon as possible.

For all absences extending longer than one shift, you must telephone the Canteen Manager. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

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Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to the Canteen Manager will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with Lake Murray VFW Post 6740.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Lake Murray VFW Post 6740 may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Overtime

Overtime pay is for any time worked in excess of 40 hours in a work week. Only the Canteen Manager, upon the request to the House Committee, may authorize overtime. Overtime rate is one and one-half time (1½) the employee's straight time rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

IX. EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. Employer. The Lake Murray VFW Post 6740 is the employer of all employees. An employee is hired, provided with compensation and has his or her work directed and evaluated by the Canteen Manager.

2. Pay Period. The Lake Murray VFW Post 6740 has a two (2) week pay period. Therefore, employees can expect two (2) paychecks a month on or about the 15th and 30th of each month. If the end of a pay period falls on a weekend or federal holiday, every attempt will be made to pay employees the day prior to that weekend or holiday.

3. Direct Deposit. Direct Deposit is mandatory. All employee pay will be directly deposited into an employee's bank account via electronic means. This prevents uncashed checks or lost checks. If direct deposit fails or an employee requires time to establish direct deposit, the employee may obtain a paper paycheck.

B. Employee Compensation

1. Pay. Pay is determined by the position the employee is fulfilling: Kitchen Cook, Bartender, or Canteen Manager. The Canteen Manager will determine your base pay rate. Maximum pay currently approved by the House Committee for specific positions is: Bartenders \$9 per hour; Kitchen Cook \$14 per hour; and Canteen Manager \$16 per hour.

2. Tips. Tips are service gratuities currently collected at the bar for the bartenders and on the countertop near the kitchen for kitchen cook(s). Those collection point totals are divided among the employees conducting those specific duties during the shift.

3. Workers' Compensation Insurance. Lake Murray VFW Post 6740 provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment. Employees who sustain work-related injuries or illnesses should inform the Canteen Manager

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immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Neither the Lake Murray VFW Post 6740 nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Post.

4. Unemployment Insurance. Lake Murray VFW Post 6740 participates in South Carolina's unemployment program.

X. POST CANTEEN HOUSE RULES

A. ENTRY INTO VFW POST 6740

The Lake Murray VFW Post 6740 is a "private club". Every member entering the Post must sign-in. Every non-member is a "guest" and must sign-in with an identified sponsoring member. Every employee is required to ensure liquor service is only provided to people signed in properly, over the age of 21 years old, not intoxicated, and is on the premises legally. If an employee is uncomfortable with any of the above, refuse service.

B. DRESS CODE

Proper attire is required for all who enter the Post. Footwear must always be worn. No clothing that is too revealing or containing offensive symbols or language is acceptable. Employees or any Post Officer may ask someone to leave for improper attire so employee attire must be acceptable and set an example. The Canteen Manager will hold employees accountable and any dress code violations will warrant disciplinary action.

C. WEAPONS

Weapons are prohibited inside the Post.

D. ALCOHOL AND DRUGS

Employees are not allowed to consume alcohol or use any illegal drugs/substance while on duty. Employees are prohibited from being intoxicated on Post property while on duty. Employees are not allowed to possess any illegal drug/substance on Post property. A violation of any of the above is grounds for immediate removal.

E. SMOKING AND VAPING

Smoking and vaping is permitted only in the back patio area or outside.

F. INTOXICATED PERSONS

No sales to any intoxicated person. Employees are obligated by state law and encouraged to refuse service to anyone deemed to be intoxicated. Entering the Post intoxicated is also not allowed. Employees may call local authorities (911) to remove intoxicated persons, if necessary. See "Refusal of Service".

G. REFUSAL OF SERVICE

The employee has the exclusive and final right to refuse service to anyone and may remove anyone from the Post until the next business day for misconduct.

1. The employee has the right to refuse service to anyone and may remove any patron, member, or guest from the premises until the next business day for misconduct or intoxication. An

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Incident Report (Appendix 4) is required to be provided to the Canteen Manager. Employees do not have the authority to "ban or bar" a patron, guest, or member from Canteen privileges for any period other than the immediate 24 hours following an incident described herein.

2. No sales to any intoxicated person.

3. If an intoxicated person arrives on the Post grounds, we will refuse service and will be asked to leave the Post grounds.

4. The Post Commander and/or Canteen Manager may impose temporary disciplinary actions valid up to 30 days or until the House Committee or membership takes action whichever comes first. An Incident Report shall be written within 48 hours and the House Committee notified with one week of occurrence.

5. If an employee refuses service and the matter requires disciplinary actions, an Incident Report (Appendix 4) must be filed within 24 hours.

6. Any person observing misconduct deemed a severe offense by any person must notify the employee, who must, in turn, notify Post Officers. The House Committee may take disciplinary action against any member (as defined above) for improper conduct (e.g., making obscene gestures, being rude to the employee or patron, etc.).

H. JUKEBOX

The jukebox will be discontinued during all post-meetings, Presidential TV addresses, or Government broadcasts that contain information of major impact to the public and all major sporting events involving teams designated through action by the Members during the regular season and all playoffs and championship games.

a. The Employee or any Post Officer will enforce this rule.

b. The volume of the jukebox shall be maintained at a level that does not interfere with normal conversation in the Canteen.

I. TELEVISIONS (TV)

The Employee shall control the use of all Canteen TVs. The TV shall be on the station broadcasting programming based on the majority of the Post members present. The volume of the TVs shall be muted or maintained at a level that does not interfere with normal conversation in the Canteen.

J. SIGNAGE

Posting of signs within the confines of the Canteen must be approved by the Canteen Manager or House Committee Chair.

K. CHILDREN/MINORS

All children in the Post will always be accompanied and supervised by their parents or responsible adult while on the Post premises. The parent or responsible adult shall be responsible for the behavior of minor children in their charge. Parents and or responsible adults whose children become unruly, disruptive, or disobedient will be asked to take their children and leave the premises. Children will not be allowed to play pool unless under the direct supervision of a parent/adult, who's also playing. Playing pool under these circumstances and passing through the bar area is the

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extent of children presence in this area. Children shall not be seated at the bar, ever.

L. SERVICE ANIMALS

Service animals are to be allowed access in accordance with the Americans with Disabilities Act (ADA.gov). Service animals must remain under the direct care of owner at all times, not moving about freely. Emotional support dogs are not recognized as service animals and are not permitted. Signage at the Post's front entrance is provided and complies with all state and federal laws.

M. BEARING AND PROFESSIONALISM

It will be the responsibility of each employee to maintain a separation from our members and patrons to be able to conduct responsible service of alcohol and beverages. Employees shall not engage in any conversation or social media interaction deemed to be unfavorable, negative, or derogatory in nature relating to other members/officers of the Post, or any other level or aspect of the VFW. At no time should an employee discuss Post business on post premises or via social media. This includes gossip and/or hearsay from both sides of the bar that involves personnel matters, politics and/or religion. Employees shall not discuss any job-related issues with anybody but the Canteen Manager or House Committee.

N. CELL PHONES

Cell phone use by employees should be limited to emergencies. Employees are not prohibited from using their personal cell phone but if it becomes an apparent distraction and effects work performance, it will be addressed via formal counseling.

O. DIRECT VIOLATIONS RESULTING IN IMMEDIATE REMOVAL

The following violations will result in the removal of all employees involved:

- a. Horseplay.
- b. Consumption of any alcoholic beverage and/or use of any illegal drugs while operating in the Canteen.
- c. Possession of any illegal drug/substance on post property.
- d. Gambling.
- e. Violation of attendance procedures.
- f. Fighting or aggressive behavior toward any VFW 6740 employee, member or guest of VFW 6740.
- g. Verbal threats.
- h. Theft of any VFW Post 6740 or VFW Post 6740 employee's property, including any product not checked into the register.
- i. Failure to maintain accountability of drawer/till or safe contents, including all monies and Post property.

P. CANTEEN OPERATION AND CLOSURES

1. Canteen Manager. The Canteen Manager may, at their discretion, extend the hours or close early for safety reasons (equipment damaged or broken, weather, power outage, etc.). If the Canteen Manager determine that keeping the Canteen open would pose a hazard to the Members, their guest(s), the public, or that significant property damage might occur.

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2. Employees. If the employee on duty has a personal emergency that occurs with them or their dependent(s) that could easily lead to loss of life or significant injury/illness, the Canteen Manager, House Committee Chair, Commander, or Quartermaster must be notified immediately or any Post Line Officer in the Canteen area. Any Post Line Officer or House committee member may assume Canteen operations until a relief employee can take over.

3. Personal Emergency. Personal emergency involving patrons or their dependent(s) that could lead to a loss of life or significant injury/illness. The employee determines that keeping the bar open would pose a hazard to the Members, their guest(s), the public, or that significant property damage might occur.

4. Authority Closures. When ordered to do so by any competent government authority such as the Police, Fire Department, or National Guard.

5. Prolonged Loss of Power. The employee will notify the Canteen Manager, clear the Canteen of all personnel when power is lost, and inform them that they are welcome to return once power is restored.

a. If power remains out for longer than 30 minutes during periods of darkness, the employee may close the Canteen.

b. During daylight hours, the Employee will remain at the premises and re-open the Canteen upon power restoration. If the employee is informed that power will not be restored during their shift, they should contact the Canteen Manager for further directions.

c. All personnel will obey the directions of the employee on duty. Conflicts will be resolved by the Canteen Manager, House Chairperson, and Post Commander (in that order).

6. Cleanliness. All side work/cleaning duties are to be completed before and after each shift with no exceptions.

7. Accountability. Be accountable for your actions and work environment. It is imperative to maintain accountability of drawer/till or safe contents, including all monies and Post property. Theft of any VFW Post 6740 or VFW Post 6740 employee's property, including not properly entering any product into the POS system.

8. Answering Post Phones. When answering the Post's telephone, the Employee will attempt to answer the caller's question(s). If you cannot properly answer the question, refer the caller to the Canteen Manager, a Post Line Officer, House Committee Chairperson, or Commander.

XI. INCIDENTS AND ISSUES

A. INCIDENT REPORTING

The person observing the misconduct should immediately complete an Incident Report Form (Appendix 4) while facts are still fresh in their mind, but not later than 48 hours after the occurrence.

a. An incident report will be submitted within 48 hours if any of the following have occurred:

1. If the altercation involved physical contact (shoving or fighting) with or between individuals on your premises.

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2. Causes bodily injury to another person.
3. Threatens another person with a weapon or animal.
4. Discharges a firearm on the premises, regardless of the permit or license.
5. Destroys the permittee's or licensee's property if the permittee or licensee reports the incident to a law enforcement agency.
6. Law enforcement of emergency medical services personnel respond to the premises,
 - b. The reports will be turned in to the Commander, House Committee Chairman or Canteen Manager. All reports will be forwarded to the House Committee within one week of the occurrence. Copies of reports will be submitted to the Adjutant.
 - c. The Post Commander will review the incident and may make temporary disciplinary action against any member(s) for improper conduct. The Post Commander's temporary disciplinary action is valid up to 30 days or until the House Committee or membership takes action whichever comes first.

B. WHEN EMPLOYEES SHALL REPORT

Staff will report all incidents and information when they become aware of any information about post Members (notice of a member's hospitalization, illness, or death) to a Post Officer and Canteen Manager. The Commander will then inform the appropriate committees.

C. ASSISTING THOSE IN NEED

Assisting Those In Need. Any person who seems to be under stress or who asks for or needs counseling, immediately contact any available post member, line officer, or house committee chairperson/member.

XII. POST KITCHEN RULES

A. GENERAL

In accordance with the VFW Post 6740 Bylaws, the Post members shall elect the House Committee to manage matters related to the Post property, including the operation of the kitchen. The kitchen must always provide the utmost aspects of sanitation in order to prepare and cook food for Post patrons. The Post is overseen by health inspections from local and state officials. All food service industry standards apply to the Post. All kitchen workers must comply with the specific Kitchen Rules posted in the kitchen area.

B. FOOD HANDLER CERTIFICATION

Employees in the kitchen must have a valid Food Handler Card/Certificate (FHC) permit. A copy of the permit/certificate is to be on file in the information book in the Canteen area, with the Quartermaster.

C. REMOVAL AND HANDLING OF KITCHEN ITEMS

1. No one may remove any items from the kitchen without the permission of the House Committee Chairperson or person assigned control of the kitchen.

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2. Any item used or borrowed from the kitchen and/or Canteen must be cleaned before returning. If lost or damaged, the individual will replace the item(s) borrowed.

3. It is the responsibility of the lead person of scheduled event(s) to ensure that all kitchen items utilized to support their event are properly cleaned and stored in their proper locations. Event Planning Guides, Appendix 5, must be submitted prior to planning events.

XII. COUNSELING AND REMOVAL OF CANTEEN EMPLOYEES

A. General

The Canteen provides many benefits to the Post in the form of comradery, social functions, and financial income. The Canteen ambiance is a direct reflection of how cohesive the Employees and Manager maintain its ability to operate smoothly. The Employees and Manager are the people that provide the initial impression patrons observe. This chapter is provided for those times that the cohesive and smooth operations break down. Unless specified elsewhere, the following progressive disciplinary actions are the standard procedure within VFW Post 6740:

1. Verbal reprimand - The employee will be told of the infraction and why compliance is essential for the well-being of all concerned.

2. Written reprimand - The employee will be warned that repeated violations may result in a temporary or permanent removal.

3. Removal - Further indications of a lack of support for VFW Post 6740 goals or programs as indicated by rule/policy infractions will not be tolerated.

B. Canteen Manager

The House Committee shall select a manager to operate and maintain the Canteen. The Manager shall be responsible to the House Committee Chairperson and the Post Commander.

C. Managing the Canteen Manager

The counseling and recommendation to remove the Canteen Manager shall be the responsibility of the House Committee Chairperson. Removal of the Canteen Manager may only occur with the consent of a majority of the House Committee, however, with the approval of the Post Commander (or Sr. Vice Commander, in his absence), the House Committee Chairperson may temporarily suspend the Canteen Manager until the House Committee can meet and take up the matter. Unless the removal occurs within ten (10) days of a regularly scheduled House Committee Meeting, the House Committee Chairperson will call a Special House Committee Meeting to address the issue. Suspension of a Canteen Manager requires a majority decision of the House Committee.

D. Employees

Scheduling new Canteen Employees is the responsibility of the Canteen Manager with final approval by the House Committee. The new Employee will be given a copy of the VFW Post 6740 Code of Conduct for Employees (Appendix 2), familiarize themselves with Chapter 5,

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titled Post Canteen House Rules, and sign a Canteen Employee Acknowledgment Form (Appendix 3). All employees must obtain and maintain their Alcohol Awareness before operating in the Canteen.

E. Counseling of Canteen Employees(s)

The counseling of Canteen employees is the responsibility of the Canteen Manager or House Committee. Counseling will be documented using the VFW Post 6740 Counseling and Discipline Form (Appendix 6). The Canteen Manager or House Committee will document the event(s) that form the basis for counseling and/or disciplinary action and the action taken (warning or removal). The counseled employee will be offered the opportunity to comment on the appropriate section of the VFW Post 6740 Counseling and Discipline Form (Appendix 6). The Canteen Manager or House Committee will seek the employee's signature on the form, which will indicate their awareness of the counseling/disciplinary action. If the employee refuses to sign the form, the Canteen Manager or House Committee will stress that their signature does not constitute an admission of wrongdoing but merely an acknowledgment of the action taken. If the employee still refuses to sign the form, the Canteen Manager or House Committee will note this on the form.

F. Temporary Removal of Employee(s)

Disciplinary action(s) resulting in the temporary removal of Canteen employees is the responsibility of the House Committee. However, the Canteen Manager, with the consent of the House Committee, may remove an employee until the House Committee can meet to take up the matter. If the removal occurs more than 10 days before a regularly scheduled House Committee meeting, the House Committee Chair will call a special House Committee meeting to address the issue. Extended removal of an employee requires a majority decision of the House Committee. The Canteen Manager's responsibility is to make regular reports to the House Committee of all counseling and disciplinary actions taken. In the absence of a Canteen Manager, the responsibility of making the report falls on the House Committee Chair.

G. Permanent Removal of Employee(s)

Disciplinary action resulting in the permanent removal of Canteen employees is the responsibility of the House Committee Chairperson and the Commander. However, with the consent of the House Committee Chairperson and Commander, the Canteen Manager may remove an employee until the House Committee can meet to take up the matter. Unless the removal occurs within a majority decision ten (10) days of a regular scheduled House Committee Meeting, the House Committee Chairperson will call a special House Committee meeting to address the issue. Permanent removal requires the approval of the House Committee Chairperson and Commander. The Canteen Manager and/or House Committee Chairperson is responsible for making regular reports to the House Committee of all counseling and disciplinary actions taken.

H. Appeals

Any employee who has been counseled or permanently removed will be notified of the time and place of the House Committee meeting to address the issue. The employee will be allowed to present their

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case to the House Committee and may bring witnesses in their defense. Requests for an appeal to the House Committee will be made in writing within thirty (30) days of suspension or termination.

XIII. POINT-OF-SALE (POS) SYSTEM

A. General

The Point-of-Sale (POS) system is essential for maintaining accurate financial records in the Canteen. The POS system requires employees to maintain information security and accurate inputs to produce the most accurate financial information for the Quartermaster to file taxes and permits accurately. The Quartermaster also uses system information for income and expenditure reporting to the Post Membership.

B. Specific Rules Regarding the POS System

Below are specific rules that all employees shall be aware of:

1. Only persons authorized by the House Committee, Chairperson, or Canteen Manager are allowed to operate the POS system or be behind the bar.
2. All sales must be entered using the POS system.
3. All comps or any other discounts must be approved by the Post Commander or Quartermaster.
4. Only gift certificates signed by the Post Commander or Quartermaster will be accepted.
5. Only discounts allowed by the House Committee will be allowed.
6. Any void on the POS must have a reason entered.
7. Any malfunction of the POS system must be reported to the Canteen Manager or House Committee Chairperson.
8. Security Passwords:
 - a. No employee will be allowed to have access to the "Admin" passwords.
 - b. The Canteen Manager or House Committee Chairperson will enter new employees into the POS system.
9. The Canteen Manager or House Committee Chairperson assigning passwords must notify the Quartermaster of each password assignment with the name of the person and the password assigned.

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Appendix 2 - Incident Report Form

Directions: Please Print Clearly. Report any incident, including injury or property damage on this form.

Actions:

1. Immediately following an incident, call the Canteen Manager/House Committee Chairperson
2. Follow up by immediately calling the Post Commander

Person making an incident report (circle one)

Employee	Canteen Manager	Post Officer	VFW Member
----------	-----------------	--------------	------------

Name _____

Address _____

Phone Number _____

Date _____

Signature: _____

Nature of Incident

(Use back of page for more space)

Print Witness Name / Phone Number

_____ / _____
Print Witness Name / Phone Number (#2)

_____ / _____

Person(s) involved in incident

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Appendix 3 - Event Planning Guide (Use Back of Form for More Space)

Today's Date: _____ Date of Event: _____

Prepared By: _____

Event: _____

Chairperson: _____

Fee to be Charged: \$ _____

Entertainment: _____

Cost of Entertainment: \$ _____

Any Purchases to be Made: _____

Food to be Served: _____

Decorating: _____

Cooks: _____

Servers: _____

Door: _____

Kitchen Clean Up _____

Hall Clean Up _____

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Appendix 4 - VFW Post 6740 Counseling and/or Discipline Form

Date: _____

Name: _____

Name & Title of Person
Conducting Counseling: _____

Signature of Person
Conducting Counseling: _____

Witness Name: _____

Witness Signature: _____

Description of events leading to counseling (required)

Corrective action taken (required)

Comments (optional, indicate "none" if no comments are desired.)

Signature: _____
(Signature is an acknowledgment of being counseled and is not an admission of wrongdoing.)

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