

EMPLOYEE HANDBOOK

Policy set handbook-2026-07-29, effective 2026-07-29

Marlowe & Finch Coffee Roasters

Prepared for operations in: California, Texas

Prepared for review and adoption. Replace every [EMPLOYER TO COMPLETE] before you issue this.

Read This First

This handbook was assembled from the policies that apply to the states, industry and headcount entered by the employer named above, drawn from a source bank in which every policy carries a published citation. It is a document-preparation aid, not legal advice, and no attorney-client relationship is created by its use. Some policies need information only you have; those are marked [EMPLOYER TO COMPLETE]. Review this document, complete those items, and have counsel review it before you issue it to employees.

Contents

1. Welcome and How to Use This Handbook
2. Employment Basics
3. Equal Opportunity, Harassment and Retaliation
4. Pay, Hours and Timekeeping
5. Time Off and Leave
6. Benefits
7. Standards of Conduct
8. Health and Safety
9. Technology, Communications and Privacy
10. Separation from Employment

1. Welcome and How to Use This Handbook

1.1 About This Handbook

This handbook describes how Marlowe & Finch Coffee Roasters works: what we expect of you, what you can expect of us, and where to go when something is unclear.

It is a summary written in plain language, not a complete statement of every law, plan document or insurance policy that may apply. Where this handbook and an official plan document or an applicable law differ, that document or law governs.

Keep this handbook. Read the sections that apply to your job. If anything in it is unclear, ask before you assume.

1.2 Employment At Will

Employment at Marlowe & Finch Coffee Roasters is at will. You may resign at any time, for any reason, and we may end the employment relationship at any time, with or without cause and with or without notice, to the extent the law allows.

Nothing in this handbook is a contract of employment or a promise of employment for any particular length of time. No manager, supervisor or representative has authority to change the at-will nature of your employment, and no statement to the contrary is binding unless it is in writing and signed by an officer of the company.

1.3 Changes to This Handbook

Marlowe & Finch Coffee Roasters may add to, change or withdraw any policy in this handbook at any time, except the at-will nature of employment, which can only be changed in a signed writing from an officer of the company. We will tell you when a policy changes materially and give you the updated text.

This handbook replaces any earlier handbook, policy statement or practice on the subjects it covers.

1.4 Your Rights Under Federal Labor Law

Federal law protects your right to act together with other employees to improve your pay and working conditions, with or without a union. That includes talking with each other — and with people outside the company — about your wages, hours and working conditions, raising work-related complaints, and choosing whether to form, join or support a union.

Nothing in this handbook is intended to limit those rights, and no policy in it will be applied or enforced in a way that interferes with them. If any policy here appears to conflict with your rights under the National Labor Relations Act, the law controls.

1.5 Who to Ask

Questions about this handbook, your pay, your benefits or any policy in it go to Dana Whitfield, who can be reached at dana@marloweandfinch.example, (555) 010-4477.

If your question concerns that person, or you would rather not raise it with them, you may take it to any owner, officer or manager instead.

1.6 What This Handbook Does Not Cover for Your Industry

This handbook covers employment policy. It does not cover the requirements that apply to Marlowe & Finch Coffee Roasters because of the work we do, which for us include food safety and allergen training and any manager certification your health department requires; health-department inspection and permit obligations; alcohol server training and licensing where you serve alcohol; and, if you take a tip credit or run a tip pool, the notice and pooling rules that go with it.

Those are handled separately, and being described in this handbook — or not — does not change whether they apply.

2. Employment Basics

2.1 Employment Eligibility Verification

Federal law requires every employer to verify the identity and employment authorization of each person hired. On or before your first day of work you must complete Section 1 of Form I-9, and within three business days of starting you must present acceptable documentation from the Form I-9 Lists of Acceptable Documents.

Marlowe & Finch Coffee Roasters accepts any documentation the form allows. We do not specify which documents you must produce, and we apply this requirement to every new employee.

2.2 Employment Classifications

Every employee at Marlowe & Finch Coffee Roasters is classified in two ways.

- Full-time or part-time, which determines eligibility for some benefits.
- Exempt or non-exempt. Non-exempt employees are entitled to overtime pay as described in this handbook. Exempt employees are paid a salary and are not entitled to overtime.

Your classification is given to you in writing when you are hired and whenever it changes. If you are unsure which classification applies to you, ask — being paid a salary does not by itself make a job exempt.

2.3 Introductory Period

The first 90 days of employment are an introductory period, so you and Marlowe & Finch Coffee Roasters can each decide whether the job is a good fit. During this period you will get regular feedback on how the job is going.

Completing the introductory period does not change the at-will nature of your employment or create a contract, and employment may end at any time before or after it.

2.4 Your Personnel Records

Marlowe & Finch Coffee Roasters keeps a personnel file for each employee. Tell Dana Whitfield when your address, phone number, emergency contact, marital status or tax withholding changes, so your pay and benefits stay correct.

To review your own personnel file, ask Dana Whitfield. Several states give employees a right to inspect or copy their records; we will follow whatever your state requires.

3. Equal Opportunity, Harassment and Retaliation

3.1 Equal Employment Opportunity

Marlowe & Finch Coffee Roasters is an equal opportunity employer. We do not discriminate against any employee or applicant because of race, color, religion, sex — including pregnancy, sexual orientation and gender identity — or national origin, and we extend that commitment to age, disability, genetic information, citizenship status, veteran status and every other characteristic protected by federal, state or local law.

This applies to every employment decision: hiring, job assignment, pay, promotion, training, discipline, layoff, recall and termination.

If you believe you have been treated differently because of a protected characteristic, report it using the procedure in this section. We will look into it.

3.2 Accommodations for Disability

Marlowe & Finch Coffee Roasters provides reasonable accommodations to qualified individuals with disabilities, in hiring and throughout employment, unless doing so would cause undue hardship.

If you need an adjustment to how, when or where your job is done because of a medical condition, tell Dana Whitfield. You do not need to use the word "accommodation" or name your diagnosis to start the conversation. We will discuss the options with you, may ask for information from your health care provider about your limitations, and will keep what you tell us confidential and separate from your personnel file.

3.3 Accommodations for Pregnancy and Related Conditions

Marlowe & Finch Coffee Roasters provides reasonable accommodations for known limitations related to pregnancy, childbirth or related medical conditions, unless doing so would cause undue hardship. Examples include additional breaks, a stool to sit on, changes to lifting duties, closer parking, flexible hours, or leave.

Ask Dana Whitfield for an accommodation. We will not require you to take leave — paid or unpaid — if another reasonable accommodation would let you keep working, and we will not retaliate against you for asking.

3.4 Anti-Harassment Policy

Marlowe & Finch Coffee Roasters does not tolerate harassment of employees, applicants, interns or contractors — by anyone, including managers, coworkers, customers, clients and vendors.

Harassment is unwelcome conduct based on a protected characteristic. It includes slurs, jokes, insults, name-calling, offensive images, physical assault or threats, intimidation, ridicule and mockery. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and conduct made a condition of employment or used as the basis for an employment decision.

Conduct does not have to be severe or repeated to be worth reporting, and it does not have to be aimed at you. We would far rather hear about something early than learn later that someone put up with it.

3.5 How to Report Harassment, Discrimination or Retaliation

If you experience or witness harassment, discrimination or retaliation, report it to Dana Whitfield at dana@marloweandfinch.example, (555) 010-4477. You may report it verbally or in writing. If your

complaint concerns that person, take it to any owner, officer or manager instead — you are never required to report a problem to the person causing it.

Any manager or supervisor who receives a report, or who observes conduct that may violate this policy, must pass it on the same day, whether or not the employee asks them to.

Marlowe & Finch Coffee Roasters will look into every report promptly and impartially, keep the matter as confidential as a fair investigation allows, and tell you the outcome. If we find that this policy was violated, we will take corrective action up to and including termination.

3.6 No Retaliation

Marlowe & Finch Coffee Roasters will not retaliate against anyone for reporting a concern in good faith, for taking part in an investigation, or for exercising a right protected by law. Retaliation means any action that would discourage a reasonable person from raising a concern — not just firing or demotion.

Retaliation is itself a violation of this policy, whether or not the original complaint is substantiated. Report it the same way you would report the underlying conduct.

3.7 California Sexual Harassment Prevention Training

Applies to: California

California requires an employer with five or more employees to provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees, and at least one hour to all nonsupervisory employees in California. After that, the training must be provided to each employee in California once every two years.

Marlowe & Finch Coffee Roasters must therefore provide that training and keep a record of who has completed it. Your supervisor will tell you when yours is scheduled.

[EMPLOYER TO COMPLETE] — confirm your training is booked and your attendance records are being kept, and delete this bracket once they are.

4. Pay, Hours and Timekeeping

4.1 Paydays

Marlowe & Finch Coffee Roasters pays employees every two weeks. If a payday falls on a weekend or a holiday, you will be paid on the last working day before it.

States set a MINIMUM pay frequency, and it often differs for exempt and non-exempt employees. Where a state section of this handbook states a minimum that the schedule above does not meet, the state's rule governs and the schedule must change — check this before you issue the handbook.

Check your pay statement each period. If anything looks wrong — hours, rate, deductions — tell us right away and we will correct any error we find.

4.2 Overtime

Non-exempt employees are paid one and one-half times their regular rate of pay for every hour worked over 40 in a workweek. The regular rate includes more than your base hourly wage — nondiscretionary bonuses and shift differentials, for example, are part of it. Overtime is calculated on actual hours worked in the workweek; paid time off does not count as hours worked for this purpose.

Some states require overtime on a daily basis as well; where that applies to you, it is described in the state section of this handbook.

All overtime must be approved in advance by your supervisor. Marlowe & Finch Coffee Roasters will always pay you for overtime you actually worked, including overtime that was not approved — but working unapproved overtime is a performance matter and repeated instances may lead to discipline.

4.3 Recording Your Time

Non-exempt employees must record all time actually worked, every day: when you start, when you stop, and when you take an unpaid meal period.

Record your own time. Never record time for another employee and never ask anyone to record time for you. Work performed off the clock — answering messages before your shift, finishing up after it, working through an unpaid break — must be recorded and will be paid.

No one at Marlowe & Finch Coffee Roasters may ask you to under-report your hours. If anyone does, report it under the reporting procedure in this handbook.

4.4 Pay Deductions and Safe Harbor for Salaried Employees

Marlowe & Finch Coffee Roasters makes only those deductions from pay that are required by law or that you have authorized in writing, plus deductions the law permits for exempt employees in specific circumstances.

It is our policy not to make improper deductions from the salary of an exempt employee. If you believe an improper deduction has been made, report it to Dana Whitfield. We will investigate, and any improper deduction will be reimbursed.

4.5 Tips

Under the Fair Labor Standards Act a tipped employee is one who customarily and regularly receives more than \$30 a month in tips.

All tips you receive are yours to keep, except under a valid tip pooling arrangement. Which pools are valid depends on how you are paid:

- If Marlowe & Finch Coffee Roasters takes a tip credit toward its minimum wage obligation, a mandatory tip pool may include only employees in occupations that customarily and regularly receive tips — servers, bartenders, bussers, counter staff.
- If we pay a direct cash wage of at least the full federal minimum wage to everyone in the pool, the pool may also include employees who do not customarily receive tips, such as cooks and dishwashers.

In either case the employer may not receive tips from the pool, and managers and supervisors may not receive tips from it either. Where we take a tip credit we must first inform you of the tip credit provisions and of any required pool contribution, and we must make up the difference if your cash wage plus tips falls short of the minimum wage.

State law often goes further than the federal rule, and where it does, the more generous rule applies.

4.6 California Meal Periods

Applies to: California

If you work more than five hours in a day, you are entitled to an unpaid meal period of at least 30 minutes, provided no later than the end of your fifth hour of work. If your total work period is no more than six hours, you and Marlowe & Finch Coffee Roasters may waive that meal period by mutual consent.

If you work more than ten hours in a day, you are entitled to a second meal period of at least 30 minutes. If your total hours are no more than 12, the second meal period may be waived by mutual consent — but only if the first was not waived.

During an unpaid meal period you must be relieved of all duty and free to leave the premises. If you are not, the meal period counts as time worked and must be paid.

4.7 California Rest Periods

Applies to: California

Marlowe & Finch Coffee Roasters authorizes and permits a paid rest period of a net ten consecutive minutes for each four hours worked, or major fraction of four hours. The Labor Commissioner treats anything more than two hours as a major fraction of four. No rest period is required if your total daily work time is less than three and a half hours.

Rest periods are counted and paid as time worked, and should be taken in the middle of each work period where practicable. Do not work through a rest period.

4.8 California Business Expense Reimbursement

Applies to: California

California law requires Marlowe & Finch Coffee Roasters to indemnify you for all necessary expenditures or losses you incur in the direct discharge of your duties. That includes work use of a personal mobile phone or vehicle, required tools, and required uniforms.

Submit expense claims to Dana Whitfield with documentation. If you believe a necessary work expense has not been reimbursed, raise it — we will look at it.

4.9 Texas Payday Law

Applies to: Texas

Under the Texas Payday Law, employees who are exempt from the overtime provisions of the federal Fair Labor Standards Act must be paid at least once a month, and all other employees at least twice a month, with semi-monthly pay periods containing as nearly as possible an equal number of days.

If your employment ends, Marlowe & Finch Coffee Roasters pays your final wages within six calendar days of your last day when you are laid off, discharged or fired, and on the next regularly scheduled payday when you quit, resign or retire.

5. Time Off and Leave

5.1 Paid Time Off

Marlowe & Finch Coffee Roasters provides paid time off as follows: Full-time employees accrue 3.08 hours of PTO per pay period, to a maximum of 80 hours a year. Up to 40 unused hours carry over. Request PTO at least two weeks in advance through your shift lead.

Request time off in advance through your supervisor. We approve requests based on business needs and, where requests conflict, generally in the order received.

Some states treat accrued paid vacation as earned wages that must be paid out when employment ends, and some restrict "use it or lose it" rules. Where that applies to us, it is described in the state section of this handbook.

5.2 Holidays

Marlowe & Finch Coffee Roasters observes the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day

Holiday pay is not counted as hours worked when calculating overtime. If you are required to work on an observed holiday, your supervisor will tell you in advance how that time is paid.

5.3 Jury Duty

Marlowe & Finch Coffee Roasters supports your civic obligation to serve on a jury. Give your supervisor a copy of your summons as soon as you receive it, and keep us posted on your expected schedule.

No employee will be discharged, threatened or otherwise penalised for serving on a jury. Federal law provides that protection for service on a federal jury, and the states we operate in protect state jury service as well. Whether jury duty is paid, and for how long, is described in the state section of this handbook where your state sets a rule.

5.4 Military Leave

Marlowe & Finch Coffee Roasters grants leave for service in the uniformed services and complies with the Uniformed Services Employment and Reemployment Rights Act.

Give advance notice of service when you can. On return from service you are entitled to reemployment in the position you would have attained had you not been away, with the seniority, status and pay that go with it, provided you meet USERRA's conditions for cumulative length of service and timely return. You may continue your health coverage during service as USERRA provides. We do not discriminate or retaliate against anyone because of service, application for service, or an obligation to serve.

Contact Dana Whitfield before your service begins and as soon as you know your return date.

5.5 Break Time for Nursing Employees

Marlowe & Finch Coffee Roasters provides reasonable break time for an employee to express breast milk for a nursing child for one year after the child's birth, each time the employee needs to.

We provide a place to do so, other than a bathroom, that is shielded from view and free from intrusion by coworkers and the public. Tell your supervisor what you need and we will arrange a suitable space and schedule.

5.6 Bereavement Leave

Marlowe & Finch Coffee Roasters provides bereavement leave following a death in your family. Tell your supervisor or Dana Whitfield as soon as you can, and we will arrange the time you need.

5.7 California Paid Sick Leave

Applies to: California

Employees who work in California for 30 or more days within a year are entitled to paid sick leave.

Under the accrual method you earn at least one hour of paid sick leave for every 30 hours worked. Marlowe & Finch Coffee Roasters may limit your USE of paid sick leave to 40 hours or five days in a year, whichever is more, and may cap total accrual at 80 hours or ten days. Accrued, unused leave carries over from year to year, subject to that cap. Under an up-front method, the full amount for the year is available to you immediately and there is no carryover.

You may begin using paid sick leave on your 90th day of employment. Use it for your own or a family member's illness, injury, preventive care or diagnosis, or if you are a victim of domestic violence, sexual assault or stalking. We will not require you to find a replacement worker as a condition of taking it, and we will not retaliate against you for using it.

5.8 California Lactation Accommodation

Applies to: California

Marlowe & Finch Coffee Roasters provides a reasonable amount of break time to express breast milk, and the use of a room or other location — other than a bathroom — in close proximity to your work area, shielded from view and free from intrusion. The space must be safe and clean, and we provide a surface to place a pump and personal items, a place to sit, and access to electricity.

Tell your supervisor what you need and we will make the arrangements. You will not be retaliated against for asking.

5.9 California Pregnancy Disability Leave

Applies to: California

California Pregnancy Disability Leave is separate from, and additional to, the California Family Rights Act leave described elsewhere in this handbook. It carries no length-of-service or hours requirement: it is available from your first day.

If you are disabled by pregnancy, childbirth or a related medical condition, you may take leave for a reasonable period of time not to exceed four months, and return to work afterwards. "Reasonable period of time" means the period during which you are actually disabled on account of the pregnancy, childbirth or related condition. You may use accrued vacation during that leave.

Marlowe & Finch Coffee Roasters will also provide reasonable accommodation for a condition related to pregnancy, childbirth or a related medical condition where you request it with the advice of your health care provider, and will transfer you temporarily to a less strenuous or hazardous position where you request it and our policy or practice allows such transfers for other temporarily disabled employees.

Give reasonable notice of when the leave will start and how long you expect it to last where you can.

5.10 California Family Rights Act Leave

Applies to: California

Under the California Family Rights Act, an eligible employee — one who has more than 12 months of service with the employer AND at least 1,250 hours of service during the previous 12-month period — may take up to a total of 12 workweeks in any 12-month period for family care and medical leave.

When Marlowe & Finch Coffee Roasters grants CFRA leave we guarantee employment in the same or a comparable position when the leave ends. CFRA leave may run at the same time as federal FMLA leave where both apply, and it may not where the reason for leave is covered by only one of them. Ask Dana Whitfield to start the process as early as you can.

6. Benefits

6.1 Group Health Coverage

Marlowe & Finch Coffee Roasters offers group health coverage to eligible employees. Eligibility, waiting periods, covered services, premiums and enrollment windows are set out in the plan documents, which govern in every case where this handbook and the plan differ.

Ask Dana Whitfield for the summary plan description and current rates.

6.2 Continuing Coverage After Employment Ends

Federal COBRA generally applies to an employer that had 20 or more employees on more than half of its typical business days in the PREVIOUS calendar year. Whether it reaches us therefore depends on last year's headcount, not today's. Most states also run a "mini-COBRA" law covering smaller employers.

If you or your covered dependents would lose group health coverage because of a qualifying event — your employment ending for a reason other than gross misconduct, a reduction in your hours, divorce, or a child ceasing to be a dependent — federal COBRA law lets you continue that coverage for a limited time at your own expense.

Marlowe & Finch Coffee Roasters will send you the required election notice after a qualifying event. Tell us within 60 days of a divorce, legal separation, or a child losing dependent status, since we will not otherwise know it happened.

6.3 Workers' Compensation

Marlowe & Finch Coffee Roasters carries workers' compensation insurance as our state requires. It covers work-related injuries and illnesses.

Report every work-related injury or illness to your supervisor immediately, no matter how minor it seems. Late reporting can affect your benefits, and it stops us from fixing whatever caused it.

7. Standards of Conduct

7.1 What We Expect

Marlowe & Finch Coffee Roasters expects everyone to be honest, to treat colleagues and customers with respect, to follow safety rules, to be where they are scheduled to be, and to protect company and customer property.

Conduct that falls short may lead to discipline up to and including termination. We may skip steps, or go straight to termination, depending on the seriousness of the conduct — nothing in this section requires progressive discipline or changes the at-will nature of employment.

This policy is not intended to restrict, and will not be applied to restrict, conduct protected by Section 7 of the National Labor Relations Act.

7.2 Attendance and Punctuality

Be ready to work at the start of your scheduled shift. If you will be late or absent, tell your supervisor as far in advance as you can — before your shift starts whenever that is possible. Marlowe & Finch Coffee Roasters plans cover around what people tell us, so early notice matters more than the reason.

Absence covered by a leave policy in this handbook, or protected by law, is never counted against you under this policy.

7.3 Drug-Free and Alcohol-Free Workplace

Being impaired at work is a safety problem, so Marlowe & Finch Coffee Roasters prohibits the use, possession, sale or distribution of illegal drugs, and being under the influence of alcohol or drugs, while on duty, on company property or while driving for work.

Tell us if a prescribed medication may affect your ability to do your job safely. That conversation is confidential, and we will consider a reasonable accommodation rather than treat it as a conduct issue.

7.4 Confidential Information

In the course of your work you may learn confidential information about Marlowe & Finch Coffee Roasters, our customers or our vendors — pricing, customer lists, business plans, trade secrets, and non-public financial or technical information. Use it only for your job, and do not disclose it during or after employment.

This policy does not restrict you from discussing your own wages, hours or working conditions with anyone, from reporting possible violations of law to a government agency, or from participating in an agency investigation. Those rights are protected by law and nothing here limits them.

7.5 Dress and Appearance

Dress in a way that is safe for your job and appropriate for the people you deal with. Your supervisor will tell you the standard for your role.

Marlowe & Finch Coffee Roasters will accommodate dress and grooming practices required by your religion or protected by law — including protective hairstyles and hair texture — unless doing so would cause undue hardship. Ask and we will work it out.

8. Health and Safety

8.1 A Safe Workplace

Marlowe & Finch Coffee Roasters is responsible for providing a workplace free from recognized hazards, for following the OSHA standards that apply to our operations, and for providing the training and equipment those standards require.

You are responsible for following our safety rules, using the equipment provided, and reporting hazards. You have the right to raise a safety concern, to request an OSHA inspection, and to report a work-related injury or illness without retaliation of any kind. We will not discipline anyone for exercising those rights.

8.2 Reporting Injuries and Hazards

Report every work-related injury, illness or near miss to your supervisor immediately, and any unsafe condition as soon as you notice it. If your supervisor is unavailable, tell Dana Whitfield.

Immediate reporting gets you care, lets us meet our own reporting deadlines, and lets us fix the hazard before it reaches someone else.

8.3 Emergencies

In a fire, medical emergency or other urgent situation, get yourself and others to safety first and call emergency services. Then notify a supervisor.

Marlowe & Finch Coffee Roasters posts evacuation routes and assembly points at each work location. Learn the ones for where you work.

8.4 California Workplace Violence Prevention Plan

Applies to: California

California Labor Code section 6401.9 requires most California employers to establish, implement and maintain an effective written Workplace Violence Prevention Plan, to keep a violent incident log, and to train employees on the plan. The statute carries exemptions — including certain healthcare facilities already covered by their own standard, some teleworking employees, and worksites not accessible to the public with fewer than ten employees at a time — so check whether one applies to Marlowe & Finch Coffee Roasters before building the plan.

A threat of violence includes any verbal or written statement — including texts, electronic messages, social media messages and other online posts — and any behavioural or physical conduct that conveys, or is reasonably perceived to convey, an intent to harm.

Report any threat or act of workplace violence to your supervisor immediately. You may report it without fear of reprisal, and you can ask to see the plan and the log at any time.

9. Technology, Communications and Privacy

9.1 Company Systems and Equipment

Company computers, phones, email accounts, network access and software are provided for work. Limited personal use is fine as long as it does not interfere with your job, consume significant resources, or breach any policy in this handbook.

Keep your credentials to yourself, do not install unapproved software, and report a lost device or a suspected security incident to your supervisor immediately.

Marlowe & Finch Coffee Roasters may monitor and access anything stored on or sent through company systems, for legitimate business reasons and to the extent the law allows. Do not assume that anything on a company system is private. This policy is not applied to restrict communications protected by Section 7 of the National Labor Relations Act.

9.2 Social Media

You are free to use social media on your own time. When you post about work, three rules apply: do not disclose confidential business or customer information, do not harass or threaten anyone, and make clear you are speaking for yourself and not for Marlowe & Finch Coffee Roasters unless you are authorised to.

Nothing in this policy restricts your right to discuss your wages, hours or working conditions, to communicate with coworkers about them, or to engage in other activity protected by Section 7 of the National Labor Relations Act.

9.3 Personal Information We Hold About You

Marlowe & Finch Coffee Roasters collects and keeps personal information about you because we have to: your identity and work authorisation documents, pay and tax records, benefits enrollments, emergency contacts, and records related to leave or accommodation.

We limit access to those who need it, keep medical information separate and confidential, and keep records for as long as the law requires. Ask Dana Whitfield if you have a question about the information we hold.

10. Separation from Employment

10.1 Resignation

If you decide to leave Marlowe & Finch Coffee Roasters, we ask for at least two weeks' written notice so we can plan the handover. Because employment is at will, notice is a courtesy rather than a requirement, and either of us may end the relationship without it.

10.2 Final Pay

Marlowe & Finch Coffee Roasters pays all wages you have earned when your employment ends, within the deadline your state sets. Where your state also requires accrued paid time off to be paid out, we will pay it.

The state section of this handbook gives the deadline that applies to you.

10.3 Returning Company Property

On or before your last day, return everything belonging to Marlowe & Finch Coffee Roasters: keys, badges, devices, tools, uniforms, credit cards, and any documents or files containing company or customer information.

We will not withhold your final paycheck to secure the return of property.

10.4 References

Send all reference requests about current or former employees to Dana Whitfield. Marlowe & Finch Coffee Roasters confirms dates of employment and position held. We provide more than that only with the employee's written authorisation.

10.5 California Final Pay

Applies to: California

If Marlowe & Finch Coffee Roasters discharges you, all wages you have earned — including accrued vacation — are due immediately at the time of termination.

If you quit after giving at least 72 hours' notice, your final wages including accrued vacation are due on your last day. If you quit without giving 72 hours' notice, they are due within 72 hours of quitting, and you may ask for the payment to be mailed to an address you designate.

Adoption

This handbook takes effect on the date it is issued and supersedes any earlier handbook. Issued by:
[EMPLOYER TO COMPLETE] Date: [EMPLOYER TO COMPLETE]