



Cash Handling Policy

Most Qdoba employees will handle cash as a routine part of their job. Because of the important and sensitive nature of this part of your job, each employee needs to read and understand this policy. This is for both your protection and ours.

The following are serious violations of Company policy and may result in immediate termination and possible criminal action:

- To undercharge or pass food without payment.
- Improper financial transactions, including, but not limited to, charging the correct amounts to customers and providing proper change to customers.
- Improperly cashing checks for customers or co-workers.
- To cook or eat an employee meal before it has been entered into the POS system.

Additionally, all Company property, including, but not limited to, lockers, desks, file cabinets, computers and vehicles, is subject to being searched and the contents held by Company personnel at any time. Theft of any funds or property in any form or fashion will result in immediate dismissal. The Company reserves the right to investigate any circumstances, including suspected theft of any form or matter, any accident or any other matter deemed appropriate by the Company, using any lawful investigative procedures.

Employees are discouraged from bringing personal items to work. The Company may, from time to time, search and/or require employees to allow searches of parcels, bags and/or other personal items and/or personal vehicles brought onto Company property.