

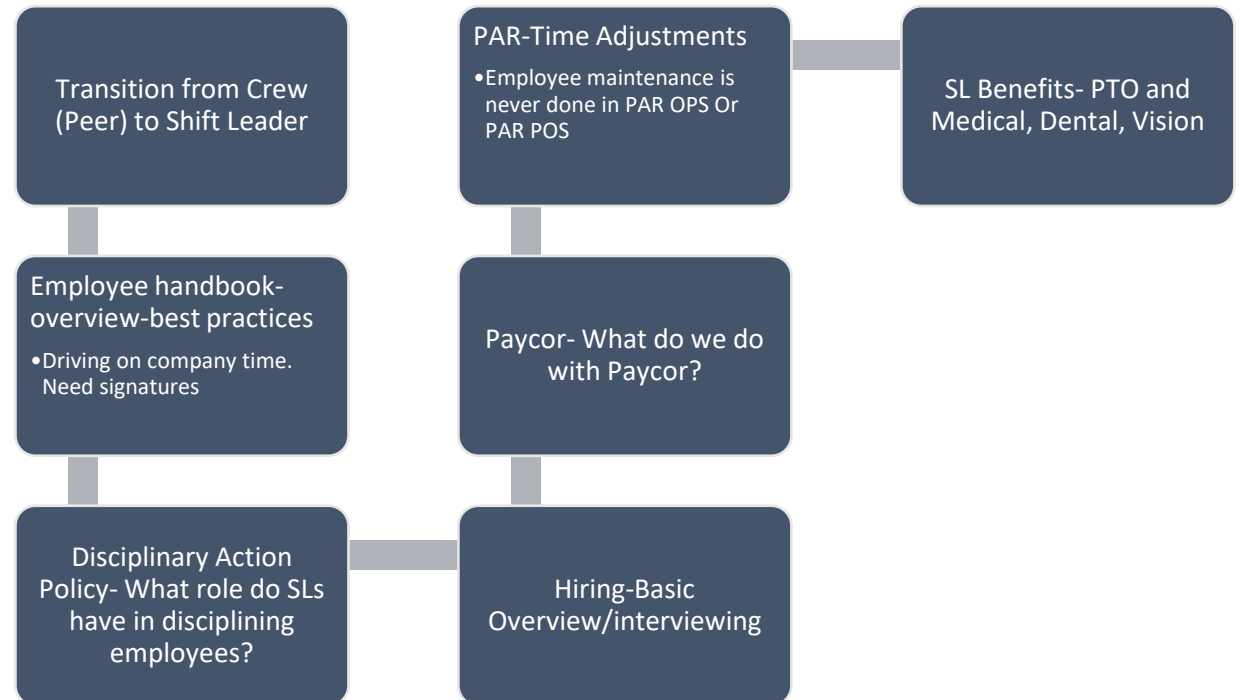


Smith Dairy Queens, LTD.

Human Resources Presentation
Shift Lead Training
October 2026

Tiffany Snider
Director of Human Resources

HR TOPICS





From Peer to Leader: Making the Shift





From Peer to Leader: Making the Shift

1. The Promotion Changes Your Role

- Before promotion:
- You were responsible primarily for **your own performance**.
- You could focus on your station, your tasks, and your shift.
- You were part of the team.
- As a Shift Leader:
- You are responsible for **the entire shift**.
- You set the tone for the team.
- You are responsible for making decisions, assigning work, addressing problems, and communicating with the GM.
- You are now part of management—and your team will look to you for direction.

Key takeaway:

- ***Your job is no longer just to be a great employee. Your job is to help everyone else be successful, too.***

- **2. The Hardest Part: Leading Your Friends**

- This is where new Shift Leaders often struggle.
- Previously, you:
 - Worked side-by-side with these employees.
 - Took breaks together.
 - Complained about the same things.
 - Socialized outside of work.
 - Were friends before you became their leader.
- That doesn't have to stop.
- But **the relationship MUST have boundaries.**





What changes?

Before Promotion	As Shift Leader
"We're all in this together."	"I'm responsible for helping us succeed."
You can vent with coworkers.	You have to be careful what you share.
You can ignore small issues.	You have to address issues before they grow.
Friends can get preferential treatment.	Everyone gets the same expectations.
You can say, "I don't care."	Your attitude affects the entire shift.
Someone else's problem isn't necessarily yours.	Problems on your shift become your responsibility.



3. Stop Being “One of the Crew”

A common mistake is trying to prove:

“I'm still one of you.”

You don't need to prove that.

Your team doesn't need you to be their buddy.

They need you to be:

Fair = expectations are clear and consistently applied.

Consistent = Doing the right thing the right way **every time**, regardless of the situation or who is involved.

Approachable = Easy to talk to, willing to listen, and open to questions or concerns without making others feel uncomfortable

Decisive = clear, confident decisions and taking action when needed.

Respectful = Treating everyone with courtesy, fairness, and professionalism—regardless of their position or role.

Accountable = Taking responsibility for your actions, decisions, and results—and following through on what you commit to do.

Remember:
Being liked is not the goal. Being respected and trusted is.
And respect doesn't come from having a title.
It comes from **how you lead.**



4. How to Correct Someone Who Used to Be Your Peer

Instead of:

"You know you're not supposed to do that."

Try:

"Hey, I need you to make sure you're following the procedure on this. Going forward, this needs to be done this way."

Instead of:

"Come on, you're making me look bad."

Try:

"I need you to get back to your position. We're short-handed right now."

Instead of:

"You're always doing this."

Try:

"I've noticed this has happened more than once. Let's talk about what needs to change."

Address the behavior → Explain the expectation → Give direction → Move forward.

Three diagonal lines in orange, red, and blue colors extending from the bottom right towards the center of the slide.

5. Don't Play Favorites

This is especially important when your friends are on your shift

Avoid:

- Giving your friends the easiest positions every time.
- Letting friends break rules others are expected to follow.
- Giving preferred schedules because you're friends.
- Ignoring their performance problems.
- Sharing confidential management information with them.

“Would I handle this the same way if this employee weren't my friend?”

If the answer is no, stop and reconsider.

DQ TEST YOURSELF
From Friend at Work to Shift Lead

SCENARIO:
You've just been promoted to Shift Lead. Some of the employees you now supervise are your friends. During a busy shift, one of your friends is standing around talking instead of completing their assigned task. You need the task completed, but you don't want your friend to think you're "acting like the boss" or that your friendship has changed.

What would you do?

- A** Ignore it because they're your friend.
- B** Ask another employee to handle the task.
- C** Address your friend respectfully and give clear direction, just as you would any other employee.
- D** Wait until the shift is over and talk about it privately.

Best leadership approach:
C — Address it respectfully and clearly.

Being promoted doesn't mean you stop being friendly. It means the relationship changes because your responsibility changes.

"Hey, I need you to jump back in and take care of the lobby. I know we're friends, but when I'm running the shift, I have to make sure everyone is doing their part. Thanks for helping me out."

The goal:

- ✓ Be friendly.
- ✓ Be fair.
- ✓ Be consistent.
- ✓ Be the leader.



6. Your Attitude Is Contagious

If the Shift Leader is frustrated, negative, or complaining, the team notices. If you're calm, organized, and solution-focused, they notice that too.

Teach them the difference between:

“This is a disaster.”

and

“We're behind. Let's figure out what we need to do first.”

A leader doesn't pretend problems don't exist.

A leader helps the team **work through them**.

7. The Shift Leader Should Set the Standard

Don't ask employees to do something you aren't willing to do yourself.

If you expect:

Clean uniforms → wear yours correctly.

Great customer service → demonstrate it.

Clean stations → keep your area clean.

Phones away → keep your phone away.

Food safety → follow the procedures every time.

Respect → show respect.

Employee Handbook Overview





How do our employees know what is expected of them?

Set the expectations by reviewing the Employee Handbook.

All employees are expected to meet Smith Dairy Queens, LTD.'s standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with the Company's policies and procedures.

How many of you review the handbook with your employees?



Things to Note:

Smith Dairy Queens, LTD. is:

- **An AT-Will Employer**-An employer may end employment at any time, with or without notice, for any lawful reason, just as an employee may choose to leave at any time.
- **Equal Opportunity Employer**-An employer that provides employment opportunities fairly and does not discriminate based on legally protected characteristics.
 - Race*Color*Religion*Sex, including pregnancy, sexual orientation, and transgender status*National origin*Age (40 or older)*Disability*Genetic information
- **E-Verify Participant**-An employer that uses E-Verify to confirm the employment eligibility of all newly hired employees.





Smith DQ Uniform Guidelines

To maintain a professional, clean, and consistent appearance, all team members are expected to follow the Smith DQ uniform standards:

- ✓ Clean blue or red Crew Member T-shirt or Manager Polo tucked in at all times
- ✓ Black belt
- ✓ Blue jeans in good condition
- ✓ Black non-slip shoes for safety
- ✓ Black visor or ball cap

Please ensure your uniform is clean, neat, and work-ready before each shift.



Jackets must
be solid black
or grey with
no graphics or
logos except
the DQ Logo.
No Hoodies.

- Well-groomed hair, personal hygiene, and clean nails are essential.
- Perfume, cologne and aftershave lotion should be used moderately or avoided altogether.
- Cell phones, air pods, or ear buds, are not part of the DQ uniform and cannot be utilized while on the clock.



When is payday?

2026 Pay Dates

Smith Dairy Queens, Ltd. pays employees biweekly. Each pay period starts on a Monday and ends on a Sunday. Employees are paid every other Friday, 12 days after the end of the pay period.

Payroll	Pay Period	Payday
1	December 22 - January 4	January 16, 2026
2	January 5 - January 18	January 30, 2026
3	January 19 - February 1	February 13, 2026
4	February 2 - February 15	February 27, 2026
5	February 16 - March 1	March 13, 2026
6	March 2 - March 15	March 27, 2026
7	March 16 - March 29	April 10, 2026
8	March 30 - April 12	April 24, 2026
9	April 13 - April 26	May 08, 2026
10	April 27 - May 10	May 22, 2026
11	May 11 - May 24	June 05, 2026
12	May 25 - June 07	June 19, 2026
13	June 8 - June 21	July 03, 2026
14	June 22 - July 05	July 17, 2026
15	July 6 - July 19	July 31, 2026
16	July 20 - August 2	August 14, 2026
17	August 3 - August 16	August 28, 2026
18	August 17 - August 30	September 11, 2026
19	August 31 - September 13	September 25, 2026
20	September 14 - September 27	October 09, 2026
21	September 28 - October 11	October 23, 2026
22	October 12 - October 25	November 06, 2026
23	October 26 - November 8	November 20, 2026
24	November 9 - November 22	December 04, 2026
25	November 23 - December 6	December 18, 2026
26	December 7 - December 20	January 01, 2027

Our pay cycles are listed on the payroll calendar, and we follow a bi-weekly payroll cycle. You will be paid every other Friday for all hours worked for the pay cycle dates as listed.

You will see on the payroll calendar that we are in Payroll number 20, which runs from September 14, 2026, to September 27, 2026.

Today is your first day of work, so all hours that you work from today through Sunday, September 13th, will be paid to you on October 9, 2026.



What steps do I take to get paid properly?

- **#1-Clock in and Out every time you work!**
 - If there is an issue with your clock in or out, it is your responsibility to report the issue immediately to the GM, AM or Shift Lead
 - It is never ok to work without clocking in, so please alert your manager ASAP if you are not clocked in for a shift.

What do I do if I believe my paycheck is not correct?

1-Contact your manager and review your timecard

2-If the manager cannot resolve the issue, they will call corporate to notify Payroll of the potential issue

3-If you need further assistance, reach out to the District Supervisor or you may call Marsha Parker in the payroll department at the corporate office



- Paychecks will only be released to the person named on the face of the check.
- Employees may pick up their paychecks at the restaurant in which they work on payday (Fridays) before 11:30 a.m., or after 1:30 p.m.; during non-peak business periods.
- Each employee is responsible for any personal status changes that affect paychecks. Report any change in your name, address, telephone number, etc. to your manager immediately.
- If an employee loses or destroys their paycheck, the employee will be charged a \$35.00 fee to have the check replaced. ***when an employee uses a mobile deposit feature with their bank, they must hold the physical check until the bank clears the deposit, and they can see the funds in their account.



TEEN DRIVING

No Teen Driving on the Job

Employees, who are 16 and 17 years old, may not drive motor vehicles to run errands for the restaurant.

This ***No Teen Driving on the Job*** is a child labor law enforced by the Texas Workforce Commission to ensure that employment of youth does not pose a threat to their health, safety and general well-being. The Commission will periodically inspect your restaurant during work hours and collect information about teenage employees to confirm compliance with the motor vehicle driving prohibitions. If the investigator discovers that a 16 or 17-year-old drove a motor vehicle to run errands for the restaurant, then the Commission may assess an administrative penalty against our organization up to \$10,000 per violation.



Respectful Conduct

Online conduct must align with company standards.

The following are prohibited:

Harassment, discrimination, or bullying of coworkers, supervisors, or guests

Threats, violence, or inappropriate content connected to the workplace

Posting photos or videos of guests or employees without consent

Online behavior that disrupts operations or creates a hostile work environment will result in corrective action or termination.

During Work Hours

Employees may not:

Use personal social media during scheduled work time (except during approved breaks).

Film, livestream, or create social content while clocked in unless authorized for any purposes.

Use company devices for personal social media activity unless approved.

Brand Use & Uniforms

Do not use company logos, trademarks, or branded materials without permission.

If wearing a company uniform in a post, content must align with company standards of professionalism and safety.



Group Chat...

Group chats should be a place for information to be distributed to store employees. All private conversations should take place offline or in a separate chat.

- No Bullying
- Don't send inappropriate photos, jokes, etc.
- Watch what **you** say!
- Don't join in and don't allow others to negative or hurtful
- The chats can be called in for evidence in a court hearing or HR investigation



WORKPLACE VIOLENCE POLICY

Prohibited Conduct

Smith Dairy Queens, Ltd. does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

1. Causing physical injury to another person
2. Making threatening remarks
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
4. Intentionally damaging employer property or property of another employee
5. Possession of a weapon while on company property or while on company business
6. Committing acts motivated by, or related to, sexual harassment or domestic violence



Reporting Procedures

Any potentially dangerous situations must be reported immediately to a manager. Reports can be made anonymously and will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. Smith DQ will actively intervene at any indication of a possibly hostile or violent situation.

Individual Situations

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the manager if any employee exhibits behavior that could be a sign of potentially dangerous situations. Such behavior includes:

1. Discussing weapons or bringing them to the workplace
2. Displaying overt signs of extreme stress, resentment, hostility, or anger
3. Making threatening remarks
4. Sudden or significant deterioration of performance
5. Displaying irrational or inappropriate behavior



Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact, and talk to the individual. If a manager can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Enforcement

Threat, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.



POLICY AGAINST WORKPLACE HARASSMENT

Smith Dairy Queens, Ltd. prohibits sexual harassment and any other form of harassment based on a person's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, status regarding public assistance, or any other protected class.

Scope of Policy

Smith Dairy Queens, Ltd. prohibits harassment by any individual, including company officers, supervisors, managers, employees, coworkers, and third parties such as customers and suppliers who deal with our employees.

Definitions of Sexual and Other Forms of Harassment

- Harassment consists of unwelcome conduct when submission to such conduct is:
- a condition of employment; or
- a basis for an employment decision affecting your job; or
- interfering with your job performance; or
- creating an intimidating, hostile, or offensive work environment
- Smith DQ prohibits such harassment in any form, including verbal, written, physical, and visual harassment. A few examples of actions that may be violations of this policy include:
- any indication, expressed or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend or may depend on the granting of sexual favors to any other employee, supervisor or manager;
- any action relating to an employee's job status which is, in fact, affected by consideration of the granting or refusal of social or sexual favors;
- use of any offensive or demeaning terms which have a sexual connotation;
- dissemination of materials (such as cartoons, articles, pictures, etc.) which have a sexual content;
- jokes or remarks of a sexual nature;
- objectionable physical proximity or physical conduct;
- unwelcome suggestions regarding or invitations to social engagements.

Reporting Harassment

If at any time you feel you are being harassed, you should immediately contact your supervisor. We want to resolve any problems but can do so only if we are aware of them. We encourage any individual who believes they are being harassed to report all incidents of perceived harassment. We will investigate and respond to harassment complaints as appropriate under the circumstances. Any person who is found to have violated this policy will be subject to appropriate corrective action, which may include disciplinary action, up to and including termination.



Confidentiality

Every effort will be made to ensure confidentiality to the extent possible.



No Retaliation

Retaliation against any individual for making a complaint under this policy, for opposing harassment, or for participating in an investigation of any claim regarding harassment or inappropriate behavior is strictly prohibited. Any person who engages in retaliatory conduct in response to a claim of harassment will be subject to disciplinary action, up to and including termination. If you feel that you have experienced such retaliation, you should immediately report it to management.

Your Responsibilities

You are responsible for maintaining a work environment free of harassment. Any individual who is found to have engaged in behavior prohibited by this policy will be subject to disciplinary action, up to and including termination.

It is your responsibility to:

- Read and abide by this policy.
- Refrain from engaging in acts of harassment or acts that can be construed as harassment or discrimination.
- Immediately report any acts of discrimination or harassment or acts that can be construed as such.
- Cooperate with any investigation regarding harassment or inappropriate conduct.
- Maintain the confidentiality of any complaint or information received or provided during an investigation, only disclosing information to those company personnel or representatives with a need to know the complaint or information.
- Refrain from taking any adverse or retaliatory action against any individual who has made a claim of harassment, opposed harassment, or participated in the investigation of any claim regarding harassment or inappropriate behavior.

You may contact the Human Resources department with concerns or questions about the policy against workplace harassment at 1-800-729-2226.



Confidential HR Form

We are committed to fostering a respectful, fair, and supportive workplace for every member of the Smith Dairy Queen team. This anonymous form is provided to ensure that all employees have a safe and confidential way to report concerns if they believe they have been treated unfairly or that their rights as an employee have been violated by any member of management. All submissions will be taken seriously, reviewed promptly, and handled with discretion. Our goal is to address concerns appropriately, uphold our standards, and ensure that every employee feels heard, valued, and protected in their workplace.

What is the name of the Smith DQ personnel your concern centers around?

At what location did this occur? *

Tell us what happened? *

When did this happen?

I would like to remain anonymous *

☐ Yes

☐ No

Submit



Disciplinary Action Policy



Why do we need a disciplinary action policy?

Disciplinary action is an essential tool for managing unwanted behavior in the workplace.

It ensures that employees are aware of the consequences of their actions, provides a fair and consistent approach to handle violations, and protects the organization from potential legal issues.

A disciplinary action policy **identifies and standardizes procedures for responding to incidents that violate company policy.**





Managing unwanted behavior

- Does it always have to be negative?
- Can you re-train the unwanted behavior out of your employees instead of punishing?
- If the re-training and encouragement don't work, then the next action will be to follow the progressive discipline plan.





SDQ Disciplinary Policy

Smith Dairy Queens, LTD. may in its sole discretion use disciplinary action with an employee when he or she fails to adhere to the Company policies/procedures. Disciplinary action will generally be progressive in nature. However, it is important to know that discipline may begin with any of the options below based on the company's determination of the seriousness of the offense.

Actions to be taken may include the following:

- A. 1st offense: Verbal warning
- B. 2nd offense: Written warning
- C. 3rd offense:
 - Three consequences depending on severity-
 1. Termination
 2. Suspension- Three days without pay
 3. Suspension- One week without pay



- If an employee participates in any of the prohibited conduct as listed in the handbook, page 13.
- Such as:
 - Theft or mishandling of store funds
 - Engaging in harassment of any kind towards another employee or customer
 - Threat of violence or retaliation
 - Creating or contributing to unsafe or unsanitary conditions
 - Insubordination
- If the employee continues a behavior or policy violation after 3 successive written warnings that included action plans that failed

***Terminations are the responsibility of the GM or AM





Let's Talk!

Questions ???

Let's take a 10 minute break!



Hiring Basics/Interviewing



How does a new employee apply to work at Smith Dairy Queens?

- Walk-in to the Restaurant and complete a manual application
 - Walk-in to the Restaurant and complete an application on the tablet on the Careers Page online. Follow the Icon bookmarked on your Google Chrome web browser
- DQ Careers Page by searching for
 - <https://www.smithdq.com/>
 - Careers
 - Choose location, choose position

•Seasoned
App



•QR Code in the restaurant (directly pulls up the location's ad on Seasoned)





How do you interview?

- Are you using the manager interview checklist for hourly employees?
- Are you setting the expectations of the position and your location? *Clearly outline the work schedule, expected shifts, and what an "hour in the life" looks like pre- and post-hire.*

Attendance

Availability

Skills/customer service

Once the interview is complete, you must resolve the interview within your **Seasoned app**. OFFER Job This step will trigger a text or email to go to the applicant asking them to fill out the full application.

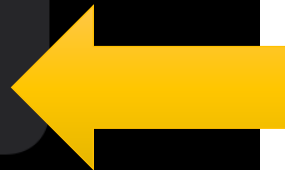
Once "Offer Job" is selected on your seasoned app, the applicant will receive a text message or email that looks like the one below.

- Set the expectation with the new hire that once the interview is over and they have verbally accepted the position, the next step is that they will receive a text message to complete a full application. The text message comes from Seasoned, and they **MUST** complete this step in order for the onboarding link to go out.

The applicant MUST fill out the application (additional information) to move through the process and receive their onboarding invitation.

The text or email that the employee will receive looks like this:

Chastity, we're excited to have you on the Dairy Queen - Brenham team! Please use the link below to fill out the additional information required for moving forward: <https://sznd.co/hxgxAhy4>





Once the application is submitted, the onboarding invitation automatically goes out from Paycor.

- During the onboarding, they will have to enter an emergency contact. This is required, so let them know so they are prepared before they get started.
- The onboarding goes much more smoothly if they complete it in one sitting. We have had a lot of issues with new hires getting locked out because they stopped filling out their onboarding and tried to go back later to finish.
- Make sure you send in 2 forms of unexpired identification with the new hire's rate of pay, position and start date. The onboarding will NOT be processed and finalized without IDs! WE cannot dictate what the applicant provides to satisfy the requirements, but they must adhere to the list.
- When you send in your new hires, send in the IDs and the offer together. It delays the process when you send things over in separate emails. Remember Chasity has 38 locations that she is onboarding!
- Next, you will send an email to HR to provide details about the new hire offer and you MUST include 2 forms of Identification: Email goes to: Chasity.jernigan@smithdq.com



Background questions are answered when the applicant completes the full employment application and are reviewed at this time; if the decision is made that the applicant is not eligible to be hired, you will be notified by HR.



What are the non-negotiables?

- Offenses against People (Violent Crimes, sexual assault)
- Offenses against Property (theft, forgery, etc.)
- Drug offenses are generally ok unless they are convicted of Distribution, sales, trafficking, or manufacture.

Paycor-What is it, and
what do we do with it?

New Hires Complete their onboarding in Paycor

- W-4
 - I-9
 - Personal Information
-

Employer maintains records of:

- Medical notes
- Disciplinary action forms
- Meeting attendance forms
- Employment verifications
- Pay Stubs
- W2s
- Pay Rate
- Promotions/Demotions





POS



Time Corrections

Two types of time corrections:

1. Same-day adjustment due to late clock-in or computer issues. This correction can be completed on the PAR POS register.
2. Prior-day adjustments due to missed clock-outs or computer issues. This correction must be completed in the PAR POS admin portal in the back office.

A great Shift Lead habit: the “Last Look”
Before an employee walks out the door:
“Clock out → Grab your things → Head home.”

PAR POS

Tiffany Snider

My Account

Home

Dashboard

Devices

Staff

Reports

Configuration

Orders

Labor

Guests

Accounting

Export

Help

PAR Brink Back of the House
Time Adjustment for prior day clock out issues

From the PAR Brink POS Dashboard
Labor>Edit Shifts>
Date>Day, Week, Month, Pay Period
Location: (should default to BOH location)
Employees>Select Employee
Jobs>All Jobs (it will default to their job title)

Labor

Scheduler

Edit Pay Periods

Edit Shifts

Options

Date

Pay Period

2026

#20 : 09/28/2026 ...

Location

10041 - Brenham, TX - GC Texas

Employees

All Employees

Jobs

All Jobs

Submit



 Shift

Business Date:

Thursday, October 1, 2026

Location:

10041 - Brenham, TX - GC Texas

Employee:

*DT Order Taker DT ▼

Job:

DT Order Taker ▼

Pay Rate:

\$ 0.00

Declared Tips:

\$ 0.00

Clock In:

10/1/2026

10:19 AM



Clock Out:

10/2/2026

2:00 AM



+ Add Break

Edit Reason:

▼

Save

Cancel

Delete



Your job isn't just to fix missed punches—it is to prevent them.

A good Shift Leader should:

- Watch for employees arriving and leaving.
- Make sure employees clock in when they begin working.
- Remind employees to clock out when their shift ends.
- Review punches before the employee leaves when possible.
- Address repeated missed punches or corrections rather than simply fixing them every time.

Bottom line:

Accurate time punches = accurate pay + controlled labor + compliance + accountability.

Shift Lead Benefits





Paid Time Off-Shift Leaders

Full-time Shift Leaders

Full-time Shift Leaders are eligible to participate in the Company’s Paid Time Off (“PTO”) Plan beginning June 1, 2021. **Full-time is an employee that works a minimum of 30 hours per week or (1,560 per year)** Shift leaders are subject to annual review of the prior year’s work hours to determine eligibility for the following year. Hours are based on years of service after proving eligible based on the table below: Hours will be reviewed as of 12/31 for the previous year. If the Shift Leader does not qualify for a specific year, their balance will be set to 0 and they will have the opportunity to qualify for PTO the following 12/31. They will maintain their years of service level each year even if they do not qualify for PTO in that year.

Years of Service ***since 6/01/2021	PTO Award	
1-2 years	40 hrs./year	5 days/year
3-5 years	56 hrs./year	7 days/year
6+ years	80 hrs./year	10 days/year

YOUR SHIFT LEADER BENEFITS

SMITH DQ

A new role can mean new opportunities — including access to valuable benefits.

IF YOU MEET SMITH DQ'S FULL-TIME ELIGIBILITY REQUIREMENTS, YOU MAY BE ELIGIBLE TO ENROLL:



Medical

Health coverage



Dental

Dental coverage



Vision

Vision coverage



Group Life

Company-paid life benefit



Voluntary Life

Additional life coverage



401(k)

Retirement savings

Eligibility, enrollment windows, and plan requirements vary by benefit. Ask Tiffany/HR for details.



“YOU’VE GOT THIS!”

**Your team is watching.
Your team is learning
(YOU are learning!)
Your team is counting
on you.**