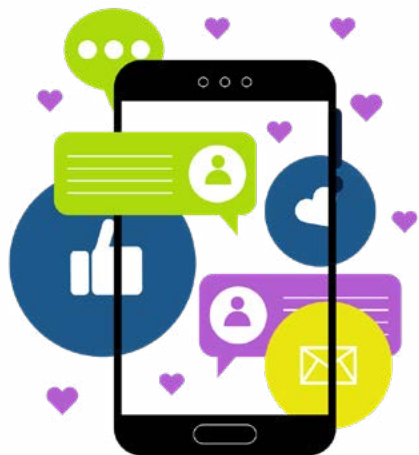


SUMMERWOOD

LEADER'S DIGEST



Human Resources: Social Media Policy And Electronic Communications Policy (Photographs/ Cell Phone & Video Recordings)

The Company recognizes the importance of the Internet in shaping public thinking about our Company and our current and potential products, employees, and customers. However, use of social media also presents certain risks and carries certain responsibilities with it. No cameras or use of other recording devices are to be allowed in a store or parking lot without prior approval from the Company, and all Administrative Staff and

ASLs must report all instances of photography, videography, or other recording devices to the Human Resources Department.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of your employment with the Company and/or subject you to criminal prosecution. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

Also, remember that anything posted over the Internet is considered in the public domain and usually can be seen by the Company as well as the public. Never post any information or rumors that you know to be false about co-workers, customers, and/or vendors. Refrain from using social media while on work time or on equipment we provide unless it is work-related and authorized by your manager and consistent with the Company's IT Policy.

Do not use the Company's email addresses to register on social networks, blogs or other online tools utilized for personal use. We do not recommend that supervisors "friend" subordinates on any social media websites. The Company retains the ownership right to all electronic records, including email, voicemail, text messages, instant messages, and social media posts accessed, made, or monitored via the Company's electronic communications systems.

The purpose of providing access to these Company-owned systems is for business communication. You should be aware of the confidentiality risks inherent in the use of electronic communications and are advised to use good judgment regarding which topics are appropriate for discussion via electronic communications.

Training

Register via Cognito

Shift Classes:

- June 16th & 23rd (Pittsburgh)
- July 14th and 21st
(Conshohocken/BLT, WV)

Open House:

- July 18th
- September 12th

Acting RGM Class:

- June 25th (in-person)
- August 20th (in-person)

Xformity Class:

- July 7th
- August 4th

Building RGM Capabilities (In-person, two-day class):

- Operations: August 3rd
- People: August 17th
(Conshohocken/WV)

BRC Scheduling (Zoom):

- Visit Cognito Site for registration

BRC Courses are available for RGMs and acting RGMs to sharpen their knowledge. [Sign up on Store Forms.](#)

EXCITING NEWS!



RGM Maggie D. on Choosing Summerwood & Taco Bell

Maggie D. has only been with Summerwood for four years, but her loyalty runs deep. As the story goes, she had an offer on the table with Wendy's when we lured her away at the last second! "Something told me to take this job ... and I've never regretted it." [Read More](#)

**SCAN TO
CONNECT**
TO ALL OF OUR
SOCIAL ACCOUNTS!



SUMMERWOOD

LEADER'S DIGEST

E7 MARKETING



Fajita Street Chalupas Starts Thursday June 18th

Training is now available in One Source. Our goal is for all team members to be fully trained to deliver memorable moments to our guests. The Fajita Street Chalupas, available in Savory Steak and Slow Roasted Cantina Chicken, are expected to attract new guests. Our value promotion features the Melty Pepper Jack Steak Burrito and the Fresca Pepper Jack Steak Burrito. As the weather warms, we anticipate increased transactions, supported by these new menu items.

Food Safety

Norovirus is the primary cause of foodborne illness outbreaks in the United States, accounting for approximately half of all such incidents. Most reported norovirus outbreaks result from individuals handling or preparing food while ill, or from food contaminated by unsafe water sources. Due to its small size and high transmissibility, only a minimal amount of the virus is required to contaminate food and cause illness. The following are key recommendations to prevent the spread of norovirus.

1. Individuals who are ill should not prepare, serve, or handle food for others. Food workers must remain at home while symptomatic and for at least 48 hours after symptoms are resolved. Food workers are required to notify managers if they experience symptoms of norovirus infection or have recently been ill.
2. Practice proper hand hygiene. Hands should always be washed thoroughly with soap and water, particularly after using the toilet and before eating, preparing, or handling food. Alcohol-based hand sanitizers may be used in addition to hand washing, but they are not a substitute for soap and water. Hands must also be washed before and after using gloves to prevent cross-contamination.

COLONEL'S CORNER

WINDOW 5: SUPERGIRL X KFC®!

This window brings themed meals, three brand-new character-inspired sauces, a vibrant blue beverage, blind bag collectibles, and a limited-edition Krypto Bucket. Supergirl film hits theaters June 26. [Read More](#)

PACKAGING GRAPHICS UPDATE

Starting in June, restaurants will begin transitioning to new packaging.

Each distribution center will transition when the current inventory is depleted. Therefore, the timing will vary.

Use all your current inventory and any inventory received of the current packaging. Once depleted, begin using the new packaging.

LOSS PREVENTION: Customer Incident Reports

When an incident occurs, we must follow these procedures:

- Complete a customer incident form, available in the Store Forms List.
- The MIC in charge should complete the form by collecting the required information from the customer.
- Include as many relevant details as possible to ensure the report handler has all necessary information.
- Verify all information for accuracy, with particular attention to the customer's name and contact details.
- Document the names of any witnesses, employees, or customers involved in the report.
- This report is for Summerwood use only. Do not provide copies or allow customers to take screenshots.
- Inform the customer that a representative will contact them.
- Only the AC or Loss Prevention Department can access video footage.
- Do not record, share, or distribute footage to customers or others.
- Respond promptly to all post-incident inquiries received by email, phone, or text.