



BigRedF MANAGER MEMO

September 2018

RE: NEW SLIP RESISTANT SHOE POLICY

TO: All BigRedF Managers

The time has come for us to put some words and rules to paper, to put our money where our mouth is so to speak, and ask all employees working in our restaurants to slip on some non-slip shoes as part of our standard of safety at BigRedF. I can tell you all about the statistics, our post-injury investigations, the worker's compensation reports, the recommendations from our safety audit reviews, but the bottom line is this decision and policy change is about a collective commitment to keep our most valuable resource: OUR PEOPLE, safe, healthy and without injury.

As the clock continues to tick forward, we will continue to evaluate and implement policies that are both proactive and keep our people safe and injury free.

Here's what we'd like to agree to:

What are the GOALS of the Slip Resistant Shoe Policy? Reduce employee slips, trips and falls and back injuries

Who's RESPONSIBLE for the implementation, execution and adherence to the policy? Directors, GMs, Chefs, AGMs, Sous Chefs, Kitchen Managers, Shift Managers

How do we hold our team ACCOUNTABLE? Notification during hiring process and new hire orientation, pre-shift check-ins, investigation and follow up after employee injury, Director validation during monthly site audits

How do we COMMUNICATE the policy to our team? Schedulefly messages, staff weekly emails, preshift topic, post in employee areas

SEE the FOLLOWING POLICY, STYLE OPTIONS and SHOES for CREWS CATALOG

SLIP RESISTANT SHOE POLICY

In an effort to better protect our employees and create a safer working environment for everyone, BigRedF is implementing a Company-wide slip-resistant safety shoe policy.

- No BigRedF Restaurant Employee (BOH and FOH) will be allowed to work without Slip Resistant Shoes
- Shoe soles must be rated at least 0.54 CoF and clearly marked 'Non-Slip' or 'Slip-Resistant' by the manufacturer.
- Slip Resistant Shoes must meet restaurant uniform guidelines and BigRedF appearance policy

SHOES FOR CREWS PARTNERSHIP

Price Range: \$40 to \$120

Payroll Deduction Program: Cost of shoes will be deducted from employee paycheck over 3 pay periods. All monies due will be deducted from final paycheck if employee is separated before balance is repaid.

URL: www.shoesforcrews.com/bigred

Ask your manager for a copy of the Shoes for Crews Catalog

OTHER SLIP RESISTANT SHOE OPTIONS

Slip Resistant or Non Slip Shoes are available from the following retailers both online and in stores:

TARGET*, WALMART*, SAFETY STEP, ZAPPOS, AMAZON, SKETCHERS, DICKIES, DR SCHOLLS, CROCS, KEEN, NUNN BUSH, HUSH PUPPIES

Price Range: \$24.99 - \$65.98 (and up)



SHOES FOR CREWS ORDERING STEP-BY-STEP

1. Go to www.shoesforcrews.com/bigred
2. Enter Restaurant Zip Code and State
3. Click LOGIN to Select the Restaurant you work at!
4. Choose the shoe option/style and size (you will receive a Corporate Discount of 10 - 15%)
5. Enter First and Last Name and your email address, then click CHECKOUT
6. Shoes will be delivered to the Restaurant - enter your name for the 'Attention To' on the delivery address
7. Under payment options: Choose Payroll Deduction
8. You will receive the following confirmation:

Thank You! Your order is complete. Safety is on the way!

 [printer friendly receipt](#) | [Home Page](#) | [Place Another Order](#)

Thank you for your order! We sent a confirmation to iva.townsend@bigredf.com. To ensure you receive important emails about your order, please add orders@shoesforcrews.com to your email address book or safe sender list.

Here's what happens next

- You will receive an email with tracking information when your item(s) ship.
- If you ordered multiple items, your order may arrive in separate packages, and you'll receive a separate email with tracking details for each shipment.
- To check the status of your order anytime, login to the Shoes For Crews site from your company's portal/intranet. Then click the "My Account" button at the top of our website, and then click "View Orders".
- Depending on how your company's account is set up, your company will be billed for this order to begin payroll deduction processing or for billable account payment. We will not bill for items until they ship.
- In stock items will be delivered within 3-5 business days. Business days are Monday through Friday, excluding holidays.
- We will not charge for backordered items until they become available and ship.

Have a Safe Day!

SHOES FOR CREWS
www.shoesforcrews.com
1-800-523-4448

9. The cost of the shoes will be deducted from your paycheck over 3 pay periods; deduction code:UNI.