

## **RESPONSIBILITIES FOR CASH AND MONEY MATTERS AND THE USE OF THE ELECTRONIC CASH AND MONEY GUIDE**

This summary of responsibilities for cash and money matters and the use of the electronic cash and money guide applies to everybody working in HOK-Elanto restaurants. Every new employee reads this summary and acknowledges having read it. Additionally, each employee reviews this summary annually.

All cash, products for sale, raw materials, and goods (including waste products) in the restaurant are the property of HOK-Elanto. Employees do not have the right to take the restaurant's property for themselves or give it to others without proper payment. Stealing from the employer is a property crime against the employer.

The restaurant manager/director is responsible for the overall cash and money matters in their restaurant and has overall responsibility for the establishment's cash funds.

### **GUIDELINES FOR EVERYONE WORKING IN THE RESTAURANT**

- In the restaurant's cash and money matters, the electronic cash and money guide (server's guide, responsible person's guide) is always followed.
- All products must be registered before being handed over to the customer.
- Each person on duty is responsible for the careful handling and storage of cash funds, cash register keys, etc. in their possession according to the instructions. This responsibility includes liability for compensation if care and the given instructions and agreed rules are not followed. In addition to money, the cashier is also responsible for all receipts that affect the settlement.
- Cash funds must always be stored in a locked safe, time-delay box, or locked cash registers so that outsiders cannot access the money. Money must not be left on the customer counter or in unlocked places without supervision, even temporarily.
- Personal purchases must not be registered by oneself; another person must perform the registering. The exception to this is single-workplace locations, where staff working alone can register their purchased food/drinks themselves.
- Receipts for products purchased from the restaurant must be kept for the entire work shift. A receipt must also be available for products bought from elsewhere but also found in the restaurant's selection.
- Offering to friends, relatives, etc. is prohibited. Masquerading the offerings as marketing is also prohibited.
- Tips received must be kept separate from the establishment's funds.
- In addition to this summary, every employee working at the cash register is required to familiarize themselves with the electronic cash and money guide, its use as a reference, and any changes to the instructions.
- Every employee working at the cash register is entitled to a 7-shift training/orientation period according to the cash and money guidelines. During these training shifts, time must be allocated for practicing the use of the electronic cash and money guide.