



Welcome to Yosaku – Where Japanese Culture Comes Alive

We are thrilled to welcome you to the Yosaku family, where we're not just a restaurant but a place where Japanese culture comes alive through our food. Founded in 2003 by Takahiro Sato and now owned and operated by Ram, a sushi chef with over 30 years of experience, who has been with Yosaku since the beginning. We, Ram and Hope, are excited to have you join our team and become a part of our journey.

At Yosaku, our commitment to excellence extends to our locally and globally sourced fish, shellfish, premium quality steak, pork, chicken, and handcrafted buckwheat soba noodles. We offer traditional Japanese dishes, from tempura to teppan-grilled seafood, and provide an extensive selection of sake and Japanese whisky, in addition to our rotating, local craft beer on tap.

Located near the tranquil waterfront in downtown Portland, Maine, Yosaku is a place where we aim to deliver not just a meal but an authentic experience. Your role in this journey is crucial, and we are committed to supporting your growth and development as a valued team member.

Welcome to Yosaku, where you're not just an employee; you're a part of our family.

Sincerely,

Hope & Ram



- **Handbook** - Your Employee Handbook can be found by scanning the QR code. You are required to read and agree to follow the handbook once you are onboarded. It is updated periodically as laws change from time to time. We will post a notice on the bulletin board when changes are made and it is your responsibility to keep yourself informed on those updates.

- **At-Will Employment** - Your employment with Yosaku is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.
- **Payroll** - Payroll is processed twice a month, it is sent in on the 1st and the 14th. It may not be processed/paid out until up to two to three business days after, depending on weekends and holidays.
- **Pay Stubs** - And other payroll Information can be found in your ADP account.
- **Work Week** - Our pay period goes from Monday - Sunday. Employees are paid twice a month. Employees may be required to come in early, work late, or work overtime from time to time, depending on various factors such as workloads, seasonal peaks and staffing needs.
- **Schedule** - The schedule is posted downstairs in the office.
- **Parking** - Employees are not allowed to park in the side lot or on the street near the building. We have parking passes for all teammates for the lot across the street. You must use parking passes provided when available as well as return the passes or lose privileges.
- **Attendance** - All employees must arrive punctually, dressed, and prepared to work daily. Notify Hope or Ram beforehand if you anticipate being late or absent and provide applicable documentation if needed. Leaving work during the day requires supervisor approval, and repeated tardiness or absenteeism may lead to disciplinary measures, potentially including termination. Employees may be required to come in early, work late, or work overtime from time to time, depending on various factors such as workloads, seasonal peaks and staffing needs.
- **Clocking in and Out** - employees are required to clock in and out for every shift. This is part of your job. Failure to do so will result in disciplinary action.
- **Time Off** - You are required to find coverage for time off. Please see handbook for full policy. Yosaku is closed on Thanksgiving and Christmas.
- **Cell phones:** While Yosaku allows employees to have personal cell phones at work these devices should remain off during work hours to ensure productivity and safety. Use personal devices only during breaks or emergencies, maintaining consideration for others. Earbuds are not allowed while working.
- **Dress code** - Your personal appearance reflects on the reputation, integrity, and public image of Yosaku. All employees are required to report to work neatly groomed and dressed. Earbuds are not allowed while working on the floor. Server, busser and host attire is:
 - For lunch, a Yosaku polo T-shirt (provided by the Company) and dark pants.
 - For dinner, the full uniform provided by the Company.
- **Employee Discounts** - Yosaku employees receive a 30% discount on food & beverage.
- **General Safety** - All Yosaku employees must prioritize a safe workplace, promptly reporting any hazards and adhering to Company safety regulations. Failure to comply may lead to disciplinary measures, potentially termination. Report any work-related illnesses or injuries to your manager within 24 hours, completing the necessary forms.
- **Workplace privacy** - Company property, such as lockers, phones, computers, and workplace areas, is controlled by the Company and may be inspected at any time without notice or the employee's

presence. The Company is not responsible for any loss or damage to personal items stored on Company premises.

- **Harassment & Discrimination** - Harassment and discrimination are illegal and not tolerated at all at Yosaku. Please see handbook for full policy. Non-compliance will result in corrective action and potential dismissal.
- **Standards of Conduct & Code of Ethics** - Yosaku aims for a positive work environment emphasizing job satisfaction, respect, responsibility, integrity, and value for all stakeholders. Working here entails agreeing to follow rules and sharing the responsibility of enhancing our work environment. We expect and insist on having a professional work environment. Non-compliance will result in corrective action and potential dismissal.
- **Drugs & Alcohol** - Yosaku is committed to provide a safe, healthy, and productive work environment. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.
- **Diversity, Equity and Inclusion** - Our company is dedicated to cultivating a culture of diversity, equity, and inclusion, recognizing that our human capital is our most valuable asset. All employees are expected to uphold these values, promoting dignity and respect to fellow employees, customers and visitors. Inappropriate conduct will result in corrective action.
- **Conflict resolution** - Yosaku aims for a comfortable, productive, legal, and ethical work environment. We acknowledge that workplace issues may arise and encourage open communication to discover and resolve them. Please bring any problems, concerns, or grievances to the attention of the owners for effective conflict resolution through our established procedure.
- **Disciplinary Process** -Violating Company policies can lead to corrective action, which may include steps such as demotion, transfer, leave without pay, or termination. While there is a preference for a progressive, corrective approach, the company retains the right to take immediate corrective or disciplinary measures for misconduct or inadequate work quality. This process may involve verbal and written warnings, with potential outcomes including demotion, transfer, leave, or termination.
- **Contacts:**
 - **Ram:** 207-838-9856
 - **Hope:** 207-749-8175

Welcome to the team!