



Title	Tippling Policy
Department	People Operations
Effective Date	11/2024
Review Date(s)	
Revision Date	

PURPOSE

To ensure fair compensation practices and maintain the integrity of our workplace, this policy outlines that team members are not permitted to accept tips. This policy ensures that all team members are paid fairly for their work and avoids situations that could create unequal or uncomfortable situations between team members and customers. It also helps maintain a clear, transparent compensation structure.

POLICY

Team members are expected to be compensated for their work through their agreed-upon wage. To maintain consistency, fairness, and prevent any conflicts of interest, team members in hourly positions are not allowed to accept tips or gratuities from customers, clients, or guests.

SCOPE

This policy applies to all team members across all departments and locations of the company.

GUIDELINES

1. Team members are prohibited from accepting tips or any form of gratuity, whether in cash or other valuables, from customers, clients, or guests.
2. If a team member is mistakenly given a tip, it must be immediately reported to a supervisor or manager, and the tip should be returned or directed to the appropriate company account or charity, as determined by management.
3. Any exceptions to this policy must be approved in writing by senior management.
4. Violation of this policy may result in disciplinary action, up to and including termination of employment.

This policy is effective immediately and will be enforced across all relevant teams and locations.