# **QUESTIONS, COMMENTS, CONCERNS?**

## We are here to help you!

Start by connecting with your leadership		
General Manager	District Manager	Director of Operations
Name	Name	Name
Phone	Phone	Phone

### For concerns regarding unethical or unlawful behavior...

We are committed to providing a safe and positive working environment. Go to your leader with any questions or concerns. If this is uncomfortable or not possible, know we have a confidential and convenient resource in our **Bagel Brands Code of Conduct and Ethics Hotline**. You can report concerns at any time, 24 hours a day. While it is preferable to address concerns directly, you may also report them anonymously. Please be assured you can contact us without fear of retaliation, which is strictly prohibited at Bagel Brands.

For the Code of Conduct and Ethics Hotline go to: bagelbrands.ethicspoint.com, or call (844) 745-6402





#### For questions related to ...

- Payroll & Paychecks
- Guest Concerns
- Injuries/Property Damage
- Workday Access

Referrals

Requesting Time Off
Benefits

#### **People Services Hotline**

For the People Services Hotline call (800) 962-6786 OR

e-mail to peopleservices@bagelbrands.com

#### A helping hand when you need it ...

Your **Employee Assistance Program (EAP)** includes up to three (3) face-to-face assessment and counseling sessions per issue. The EAP is available to ALL Team Members. EAP services can help with the following:

For the EAP, call (888) 293-6948, 24 hours a day, 7 days a week



- Depression, grief, loss and emotional well-being
- Family, marital and other relationship issues
- Life improvement and goal-setting
- Addictions such as alcohol and drug abuse
- Stress or anxiety with work or family
- Financial and legal concerns
- Identity theft and fraud resolution
- Online will preparation