

## **Exhibit A2: Addendum to Employee Handbook**

Estrellitas operates by virtue of a special exception from the Board of Zoning Adjustment. In order to maintain our license and approval we have strict policies related to parking.

- Staff are encouraged to use public transportation and Estrellitas will provide various incentives throughout the year to encourage this use.
- For those who drive, carpooling is encouraged and the parking spaces at the rear will be assigned and priority given to those who carpool.
- **Staff will be restricted from parking on Peabody Street, east of 3rd Street, NW.** We will assist in identifying other areas where staff may park.

### Penalties and Enforcement for Violating these procedures

- o The first time an employee violates any of the aforementioned policies, a written warning outlining the violation will be issued to said employee.
- o The second violation of any of the aforementioned policies will result in a monetary penalty of \$50.
- o The third violation of any of the aforementioned policies will result in termination of your employment from Estrellitas Montesorri.

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Name

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Date

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