

KBP Employee Handbook Addendum *Alabama*

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of Alabama. If any provision in this Addendum conflicts with language in the Employee Handbook (“Handbook”) and/or any other previous policy, this Addendum shall control.

This Addendum is to be read in connection with the Handbook. Together, the Handbook and Addendum will provide you with information about your employment and serve as a guide to the Company’s current policies, practices, and procedures.

POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Company prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; genetic information; national origin; sex; sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination. Please see the legal postings on the bulletin board for a full list of state protected EEO categories.

CIVIL AIR PATROL LEAVE

An employee who is an active member of the Alabama National Guard, Naval Militia, the Alabama State Guard, the Civil Air Patrol, the National Disaster Medical System, or any other reserve component of the Armed Forces or Uniformed Services of the United States will receive up to one hundred and sixty-eight (168) hours of paid leave per calendar year to engage in the field, coast defense or other training or service ordered as provided under state or federal law. Employees will not be paid for more than one hundred and sixty-eight (168) hours at any one time while called by the Governor to duty in the active services to the state. The Company may require documentation supporting the need for leave.

Upon return from leave, the Company will restore the employee to their position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to use of leave under this policy.

ELECTION OFFICIAL LEAVE

Employees who serve as precinct election officials are granted unpaid leave on Election Day. Employees needing leave must provide the Company with at least seven (7) days advance notice. The Company may require documentation substantiating the need for leave.

JURY DUTY

Full-time employees who are summoned for jury duty are provided with paid leave to serve. Full-time employees will receive their usual compensation. All other employees summoned for jury duty are granted unpaid leave to serve.

All employees are required to show a juror summons on the next workday following their receipt of the summons. The juror summons should be shown to your supervisor. We may request proof of jury service issued by the Court upon return.

MILITARY LEAVE

Members of the Alabama National Guard, Naval Militia, Alabama State Guard organized in lieu of the National Guard, the National Disaster Medical System, the Civil Air Patrol or the U.S. reserves will be provided with unpaid military leave on all days that they are engaged in field or coast defense or other training or service ordered under the National Defense Act or of the federal laws governing the U.S. reserves. Upon return to work, an employee will be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Employees requesting time off must notify their supervisor as soon as possible after learning the intended dates upon which such leave will begin and end. Employees may but are not required to use accrued paid time off to run concurrent with leave under this policy.

NO WEAPONS IN THE WORKPLACE

Possession, use or sale of weapons, firearms or explosives on the Company's premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises, is forbidden, except where expressly authorized by the Company and permitted by applicable law. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

This policy does not apply to a lawfully possessed pistol, or ammunition for such pistol, which is stored in the employee's privately owned vehicle kept out of sight and locked within a compartment, container, or in the interior of the employee's vehicle or in a compartment or container securely affixed to the employee's vehicle.

Likewise, this policy does not apply to a lawfully possessed hunting firearm, or ammunition for such hunting firearm, which is stored or maintained in an employee's privately owned vehicle on Company premises, so long as all of the following requirements are met:

- a) The employee possesses a valid Alabama hunting license;
- b) The weapon is unloaded at all times on the property;
- c) It is hunting season, as permitted by state law or regulation;
- d) The employee has never been convicted of a crime under Alabama Code § 13A-11-70, Alabama Chapter 6, or subject to an Alabama domestic violence protection order;
- e) The employee has no documented prior workplace incidents involving the threat of physical injury or which resulted in physical injury;
- f) The vehicle is operated or parked in a location where it is otherwise permitted to be; and
- g) The firearm is either kept out of sight within the vehicle, or kept out of sight and locked within a compartment, container, or in the interior of the employee's vehicle or in a compartment or container securely affixed to the vehicle.

To the extent applicable, employees maintaining a firearm in their vehicle, consistent with this policy, must provide the Company with a copy of their license. If an employee becomes aware of violations or threats of violations of this policy, they are required to report such violations or threats of violations to their supervisor immediately. If the Company believes that an employee presents a risk of harm to themselves, or others, the Company may request information necessary to establish compliance with applicable law. Violations of this policy will result in disciplinary action, up to and including immediate termination.

Nothing in this policy prohibits or otherwise limits the Company's ability to report any credible evidence that an employee's vehicle contains a firearm prohibited by law, stolen property or a prohibited/illegal item other than a firearm, to local law enforcement. Similarly, nothing prohibits the Company from reporting to local law enforcement, any threat made by any employee to cause bodily harm to themselves or others.

SMOKING IN THE WORKPLACE

Use of tobacco in any form is permitted only in designated outdoor places at Company facilities. Smoking is prohibited by law in any area where paint or other flammable materials may be present. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-cigs, e-smoke, digital cigarettes, alternative cigarettes and "vaping." In cases of excessive time spent smoking, managers may restrict or curtail smoking privileges during the workday.

VICTIMS OF CRIME LEAVE

The Company will grant reasonable and necessary unpaid leave from work to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Company reasonable notice that leave under this policy is required.

VOLUNTEER EMERGENCY WORKER LEAVE

Employees who serve as unpaid volunteer emergency workers will be provided with unpaid leave when necessary to respond to an emergency call received prior to their shift. For purposes of this leave, "volunteer emergency worker" means a volunteer firefighter, emergency medical technician, rescue squad member, volunteer deputy, or a ham radio operator conducting storm spotter operations for an emergency management association.

Employees must make reasonable efforts to notify the Company of their service and continue to keep the Company informed during the course of their absence. The Company may request documentation supporting the need for leave.

VOTING LEAVE

Our Company believes that every employee should have the opportunity to vote in any state, federal or municipal election, general primary or special primary. Any employee whose work schedule does not provide them with at least two (2) hours after the opening of the polls or at least one (1) hour prior to the closing of the polls to vote may have up to one (1) hour of unpaid leave to vote. The Company may select the hours you are excused to vote. Please notify your supervisor of the need for voting leave as soon as possible.

Upon returning from leave, the Company may require you to provide proof of having voted, such as a voting sticker.

PARENTAL LEAVE

The Company provides eligible employees with up to twelve (12) weeks of unpaid parental leave, for the birth or care of a newborn, or for the care of a child placed with the employee for adoption.

To be eligible, the employee: (a) must have been employed with the Company for at least twelve (12) months; (b) must have completed at least 1,250 hours of service, during the previous 12-month period; and (c) must work at a worksite with fifty (50) or more employees within seventy-five (75) miles.

The twelve (12) weeks of leave must be used within the first year of the child's birth or placement. Employees will not receive more than twelve (12) weeks of leave during the one-year period following the child's birth or placement, regardless of whether there are multiple births or placements for adoption.

Leave must be taken consecutively. Leave cannot be used intermittently, unless otherwise agreed upon by the Company.

Employees are generally expected to provide at least thirty (30) days' notice of their need for leave, unless unforeseeable or the date of placement requires leave to begin in less than thirty (30) days, in which case, the employee must provide notice as soon as is practicable.

To the extent the Company provides paid leave benefits to employees for the birth or care of a newborn, the Company will provide equivalent paid leave benefits to adoptive parents for the care of a child placed with them for adoption. Any paid leave provided by the Company will run concurrent with time off under this policy.

Likewise, leave provided under this policy will run concurrent with any other leave allowed by law, including the Federal Family and Medical Leave Act.

The Company will not discriminate or retaliate against employees for requesting or using leave consistent with applicable law. Please see Human Resources, if you have any questions.

WAGE DISCLOSURE PROTECTION

The Company does not prohibit an employee from inquiring about, disclosing, comparing or otherwise discussing the employee's wages or the wages of another employee. The Company does not require nondisclosure of an employee's wages as a condition of employment and will not require an employee to sign any contract, waiver or document to the contrary.

Further, the Company will not take an adverse action or retaliate against an employee discussing their wages or for aiding or encouraging any employee in the exercise of their rights. The Company will not prohibit an employee from lodging a complaint or testifying, assisting or participating in an investigation or proceeding related to a violation of this policy.

Nothing in this policy will be construed to permit an employee whose job responsibilities require or allow access to other employees' wage or salary information from disclosing that information, unless the person is under a legal obligation to furnish the information and/or has obtained written consent from the employee whose information is requested or sought. Additionally, nothing in this policy requires the Company or an employee to disclose their wages in response to an inquiry by

another employee.

WITNESS LEAVE

Employees are given the necessary unpaid leave to attend or participate in a court proceeding in accordance with state law.

MEAL AND BREAK PERIODS

KBP is committed to full compliance with federal and state wage and hour laws regarding employee break and mealtimes. Employee break schedules, when applicable, are set by store management based upon the business needs and in compliance with any legally required breaktimes. Generally, for our non-exempt employees, a duty-free meal period of 20 minutes or longer will be unpaid and break period(s) under 20 minutes will be paid. Hourly employees should remember to clock-in/out for all duty-free meal and break period(s) and should not perform any work during these break times. KBP prohibits employees from working off-the-clock under any circumstances including during break/mealtimes. Employees should not perform work unless you are “on the clock.” Violations of this policy will result in disciplinary action up to and including termination.

Alabama

Alabama has no state rule regarding mandatory employee breaks or mealtime. If you have questions about meal periods or breaks, please communicate with your store management.

EMPLOYING MINORS – CHILD LABOR

KBP is committed to full compliance with the federal and state child labor laws. KBP has implemented various compliance and monitoring processes to ensure compliance with KBP’s policies and the requirements of the law.

Due to the nature of KBP’s business, the Company from time to time may hire minors to fill designated non-hazardous positions. KBP defines a minor as any employee between the ages of 15 and 17. KBP however, strictly prohibits hiring anyone under the age of 15, regardless of the position or location.

KBP also strictly prohibits minors working in any KBP position that is or may be dangerous, hazardous, or harmful in any way to their lives, health, safety, morals, or welfare, including any functions, activities, or occupation declared hazardous by applicable state or federal law. To ensure compliance with this policy, all KBP minor employment placements must be approved by the General Manager or Area Coach in your location. Placing a minor in a position prohibited by this policy is grounds for disciplinary action up to and including termination, which may be progressive or immediate. KBP will determine the appropriate level of discipline based upon the particular facts and circumstances.

In locations where federal and state child labor laws differ, KBP is required to follow the more restrictive rules as outlined below. If you are unsure about the child labor laws applicable to your location, please contact your HR Business Partner or KBP’s HR Ethics Hotline at 888-971-2991. For your reference, links to the federal and state child labor laws are provided below:

US DOL: <https://www.dol.gov/agencies/whd/child-labor>

Alabama DOL: <https://labor.alabama.gov/uc/childlabor/child-labor.aspx>

Hazardous Functions, Activities, Occupations

Federal and state law prohibits minors from working in positions or occupations that are declared hazardous. Minors employed by KBP are **strictly prohibited** from performing any of the following activities:

Minors under 18:

- use, set up, adjusting, cleaning of commercial mixers and power-driven bakery machines;
- working in freezers and coolers, except to momentarily retrieve permitted items;
- loading and unloading from motor vehicles.

Minors Age 15 (in addition to those listed above also are prohibited from the following):

- cooking duties over open flame;
- use of deep fat fryers unless it has devices that automatically raise and lower the baskets;
- operating broilers, rotisseries, pressure cookers, high-speed ovens or rapid toasters;
- performing any baking activities;
- and using any slicers, grinders, or processors.

Alabama - Hazardous Functions, Activities, Occupations

Alabama Minors Under Age 18 (in addition to the federal rules listed above) may not:

- work in any of the following occupations, positions, or places:
 - operating any paper cutting, stapling, corrugating, or punching machines;
 - assembling, adjusting, cleaning, oiling, or servicing machinery in motion; or
 - working in any other place or occupation which the department may declare dangerous to life or limb or injurious to the health or morals of individuals under 18 years of age.

Alabama Minors Age 15 (in addition to the federal rules listed above) may not:

- work in any of the following occupations, positions, or places:
 - operating any automobile, truck, or motor vehicle, or flagging or directing traffic; or
 - working in any other place or occupation which the department declares dangerous to life or limb or injurious to the health or morals of individuals under 16 years of age.

Minors Age 15 – Permissible Job Functions at KBP:

KBP has outlined a non-exhaustive list of common job functions performed at its locations that 15-year-olds are permitted to perform as listed below. If you have questions about a particular job function or equipment that may or may not be listed below, contact your HR Business Partner prior to the 15-year-old commencing the work.

Acceptable KBP Job Functions for 15-year-old employees:

- Greet customers and obtain orders;
- Perform cashiering duties;
- Provide drive-thru support;
- Make beverages;
- Pack orders;
- Bag and carry out customer orders;

- Clean up work (wiping tables, sweeping floors, cleaning restrooms, picking up trash in parking lot, washing dishes);
- Prep in the kitchen area (not in the cooler and/or freezer); and
- Prep sides by using the microwave.

Employment Certificates/Work Permits

Minors must present KBP documents as evidence of their age. The original documents KBP obtains for certifying the age of minor employees should be kept on-site at the work location **and** a copy uploaded to KBP's Workday system by the hiring manager.

Alabama - Employment Certificates/Work Permits

Before employing any minor, KBP will apply for the appropriate Child Labor Certificate and post it in a public, conspicuous location at the workplace.

Any minor under 16 *must* obtain and present an Eligibility to Work Form to KBP during the recruiting process prior to being hired. Therefore, KBP prohibits anyone in management from making an offer of employment to a minor under 16 without first obtaining the required form.

Managers are required to keep the original Eligibility to Work Forms on-site at the work location and a copy uploaded to KBP's Workday system. This document is to be kept available for review by any inspector or officer who enforces the child labor laws.

Uniforms for 15-Year-Old Workers

All KBP employees are required to adhere to the Company's uniform, appearance and hygiene standards. Employees 15-years old are required to wear specialized hat colors (color dependent upon brand and location) at all times during their shift. The hat colors provide managers a monitoring system to be easily alerted to the employee's specific work limitations and restrictions.

Hours of Work

Once KBP hires a minor, the Company will strictly comply with the hours of work limitations for minors. In areas where the state and federal laws differ, KBP follows the more restrictive hours limitations for minors. Generally, minors may only be scheduled as follows:

KBP Scheduling Minors Age 15:

Minors Age 15 (Federal):

- **When school is in session**, may only work between the hours of 7 a.m. to 7 p.m. during periods, and
 - May not be scheduled or work more than 3 hours on any school day, including Fridays;
 - May not be scheduled more than 8 hours on any non-school day; and
 - May not work more than 18 hours total in any school week.
- Between June 1 and Labor Day, 15-year-olds may work between the hours of 7 a.m. and 9 p.m., but may not be scheduled or work more than 40 hours per week.

Minors Age 15 (Alabama) (in addition to requirements listed above):

- May not work more than 6 days per week under any circumstance:

- May not work for more than 5 consecutive hours without a documented meal or rest break of at least 30 minutes.

Minors Age 16 & 17 (Federal):

- Other than the hazardous functions or occupations that 16 and 17 year-olds may not perform (see above), these individuals may be scheduled and work unlimited hours in compliance with the generally applicable wage and hour laws, subject to state requirements below.

Minors Age 16 & 17 (Alabama):

- May not work before 5 a.m. or after 10 p.m. on school nights, unless they have been granted a written Certificate of Exemption from their superintendent or headmaster.

Questions/Reporting

Employees with questions concerning the application of this child labor policy, must consult with Human Resources immediately. Any employee who knows or suspects that this policy is being violated is required immediately to report this information to Human Resources. Any questions or reports relating to child labor should be made by contacting KBP's HR Ethics Hotline at 888-971-2991.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK ADDENDUM

I acknowledge that I have received a copy of the **KBP** ("Company") Employee Handbook and Employee Handbook Addendum for Alabama ("Addendum"). I will familiarize myself with the Handbook (including the Addendum) and all of its contents.

I understand that the Handbook (including the Addendum) represents only current policies and benefits and that it does not create a contract of employment. The Company may change these policies and benefits at any time, without advance notice, as it deems appropriate.

I understand that I have the right to terminate my employment at any time, for any reason with or without advance notice, and that the Company has a similar right. I further understand that my status as an at-will employee may not be changed except in writing, signed by the Company's CPO.